JOB DESCRIPTION

Position Title	Manager, Project Takhleeq
Department	Graduate School Curation Program
Type of Position	Full Time

Project Takhleeq is an initiative by Habib University aimed at bridging the gap between academia and industry through high-impact collaborative projects, particularly focusing on Final Year Projects (Capstone projects) within the Electrical and Computer Engineering Programs.

The Manager will play a crucial role in ensuring the successful execution of these projects, fostering industry relationships, and supporting students throughout their project lifecycle. The ideal candidate will be passionate about academia-industry partnerships and skilled in project management, technical support, and stakeholder communication.

DUTIES AND RESPONSIBILITIES:

Phase 1: Industry Engagement and Problem Identification:
- **Industry Engagement:**
  - Systematically discover and exploit linkages of the faculty and various offices within Habib University and maintain a database of all potential industry partners for outreach
  - Reach out to industry contacts and update the relationship status with each contact for future actions
  - Prepare material to be presented to the industry contacts when introducing to them to the Takhleeq program
  - Arrange visits to various industries to identify engineering challenges that can be addressed through innovative student projects.
  - Establish and maintain open communication channels with key industry contacts, ensuring they can respond to future student queries effectively.
  - Organize the information collected from the industries in a format that can be presented later to faculty and students for project selection
  - Frequently meet the faculty to on-board them for commitments to various projects

Phase 2: Design and Proposal Development:
- **Technical Support to Students:**
  - Collaborate with faculty to prepare materials and resources for the Engineering Design and Innovation (EDI) course, ensuring all logistical needs are met.
  - Schedule and coordinate visits of students to industry and online meetings to foster meaningful engagement between students and industry stakeholders
  - Provide guidance to students during the design and system engineering phases, particularly in selecting and procuring components.
  - Identify and address procurement challenges early on, working closely with students to source the best components for their projects.
  - Organize and document final proposal presentation meetings, ensuring comprehensive records of industry evaluations.
  - Follow up on meetings to gather feedback, secure industry input for project improvements, and coordinate with students to enhance the proposals.

Phase 3: Securing Funding and Legal Agreements:
- **Funding:**
    - o Actively pursue the industry stakeholders for allocation of funding and support for the projects in their budgets
    - o Research potential funding entities and initiate outreach post-proposal approval.
    - o Assist the Director in marketing proposals to raise funds via alternative sources like funding agencies, industry, and grants.
    - o Work closely with legal consultants to prepare legal terms and conditions to conclude legal agreements with industry partners to formalize collaborations.

Phase 4: Project Execution and Monitoring:
- **Tracking Progress:**
    - o Ensure timely initiation and management of parts procurement to meet project deadlines.
    - o Share approved projects with the Capstone Committee and coordinate closely to monitor progress.
    - o Conduct weekly update meetings and regular check-ins to ensure projects are on track, providing necessary support to overcome any obstacles.
    - o Facilitate communication and coordination among all stakeholders to ensure timely execution of project milestones.

Ongoing Responsibilities:
- **Monitor Performance of Takhleeq Office:**
    - o Prepare annual budgets and key performance metrics for the office for annual planning and appraisals
    - o Develop and monitor marketing material and engagement for the Takhleeq Office's social media channels
- **Documentation and Communication:**
    - o Maintain comprehensive records of industry evaluations, stakeholder interactions, and student progress.
    - o Facilitate communication and coordination among all stakeholders to ensure timely project execution and milestone achievement.

JOB SPECIFICATIONS:	
Required Qualification	✓ Bachelor's degree in Electrical, Mechanical, or Mechatronics Engineering or a related Engineering field. Master's degree in Management is preferred.
Required Experience	✓ Minimum of 3-5 years of experience in engineering and management, preferably in higher education or a similar setting.
Required Skills	✓ Passionate about industry and academic partnerships. ✓ Proficient in project management, design thinking, systems thinking, parts procurement, and budget creation. ✓ Excellent written and verbal communication skills, including stakeholder management and policy documentation. ✓ Knowledgeable or interested in funding resources for project execution, with strong networking skills. ✓ Ability to work independently and collaboratively in a dynamic, fast-paced environment, with a commitment to diversity and inclusion.