Job Description

Position Title	Assistant/Deputy Manager, Research Grants Administration
Department	Office of Research
Reporting To	Assistant Director, Research and Faculty Development
Type of Position	**Full Time**

POSITION DESCRIPTION

This is a key position in the Office of Research that involves exploring, inviting, managing, and processing all research activities at Habib University. Assistant/Deputy Manager, Office of Research be the principal liaison for HU community with internal and external stakeholders for successful realization of Habib University's faculty research projects. The role includes identifying external grant opportunities relevant to the institution and its faculty, administration of both internal and external grants, and requires knowledge/experience of engaging with external funding agencies and ensuring all guidelines are followed for the utilization of grants whether it is pertaining to financial expenditure and reporting, procurement and human resources.

The Office of Research (OoR) has its primary mission to support and increase the scope and impact of research and scholarship conducted at Habib University for all faculty members in order to achieve institutional goals. Habib University values research that is relevant to the issues and challenges of our national and regional context, and specifically the research that provides opportunities for undergraduate student participation in a meaningful way.

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![Habib University - shaping futures]

- ✓ Assist the OoR team in managing research applications and keeping a track of all processes involved from application to approval and dissemination.

- ✓ Identify and keep track of new and upcoming and potential opportunities from external grants and industry partners for research projects with relevance to Habib University's strategic priorities and faculty's research interests.

- ✓ Data management of all research projects and publications at the University.

- ✓ Work with relevant stakeholders (Faculty, Office of Academic Affairs, Finance, HR, IT, Legal etc.) for preparation and execution of proposals, contracts, budgets and cash-flow schedules for all research projects.

- ✓ Manage the post award administration of all research projects (intramural and extramural) from the time of award through closeout of the project to ensure compliance with both Habib's internal policies and sponsors' regulations. Ensuring compliance with contract terms and conditions, practicing effective communication and control, managing contract changes and resolving claims and disputes, if any.

- ✓ Serve as a liaison with multiple departments (Finance, Procurement, HR, IT etc.) to process requests and payments, and to resolve pressing concerns in time for meeting deadlines including preparing all the necessary documentation for processing of financial payments.

- ✓ Manage procurement of goods which are required for approved research projects in coordination with Procurement and other relevant departments.

- ✓ Track project progress and utilization of funds (as per the designated budget) periodically for all internal and external research projects and report the same to relevant stakeholders, including formal mid-project and end-project reviews and reports.

- ✓ Support preparation of annual departmental budget and prepare financial and progress reports quarterly against the allotted budget.

- ✓ Oversee conference management and administration, including planning, budgeting, logistics, coordination with speakers and participants, and ensuring compliance with funding requirements and institutional policies.

- ✓ Manage events related to OoR including trainings, sessions, workshops, seminars, etc.

- ✓ Manage operations of Summer Tehqiq Research Program

- ✓ Support Assistant Director with devising undergraduate research framework development and create an action plan for expanding research aligned with vectors of university's strategic plan.

- ✓ Support operational processes of Institutional Review Board for timely processing of ethics clearance for research projects for all faculty, students and staff, and organize regular training on Research Ethics to HU community.

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REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Minimum 18 years of education
Required Experience	✓ Minimum 03 years professional experience, preferably in a grant management and research focused environment. ✓ The candidate should demonstrate expertise in administration of research projects, multi-stakeholder management, report writing and communication skills. ✓ Project management expertise is desirable.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Grant management	High
2.	Strategic Planning and Program Development	Medium
3.	Budgeting and financial management skills	High
4.	Analytical ability	Medium
5.	Ability to self-learn	High
6.	Operational management skills	High
7.	Report writing and communication skills	High

_____   _____   _____
Verified By (For HR Only)   Line Manager (If Any)   Head of the Department

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