

DESCRIPTION

Assistant Manager – Industry-Academia Projects (Engineering & PMO) [Takhleeq Office] play a dual role in the Takhleeq Office, contributing to both technical research and development and project management functions. They will also assist the Project Management Office (PMO) by handling planning, execution, and coordination responsibilities.

DUTIES AND RESPONSIBILITIES

- Conduct research on emerging technologies, materials, and engineering methodologies relevant to Takhleeq industry projects.
- Design, prototype, and develop solutions for industry-academia collaboration initiatives.
- Assist in developing interdisciplinary research projects, both on-going and from incubation.
- Support faculty and industry partners in conducting feasibility studies and experimental validations.
- Develop and implement testing procedures, troubleshoot technical issues, and optimize designs for efficiency and cost-effectiveness.
- Collaborate with faculty advisors, project leaders, and consultants to align research with practical applications.
- Assist in project planning, scheduling, and execution, ensuring alignment with PMO objectives.
- Develop project charters, work breakdown structures (WBS), risk assessments, and timelines.
- Track project progress, prepare reports, and ensure deliverables meet stakeholder expectations.
- Coordinate with faculty, industry partners, and engineering teams to streamline project workflows.
- Identify potential risks and mitigation strategies for smooth project execution.
- Facilitate procurement processes, resource allocation, and budgeting in collaboration with the PMO.
- Work closely with industrial partners to ensure R&D projects align with real-world challenges.
- Assist in writing proposals for grants and funding opportunities to support research initiatives.
- Represent the Takhleeq Office in technical meetings, presentations, and industry events.

REQUIRED JOB SPECIFICATIONS

Required Qualifications:

Bachelor's or Master's degree in Mechanical, Electrical, Computer, Software Mechatronics, or Industrial Engineering.

Required Experience:

- Fresh graduate or 1 year of relevant experience in the field for Assistant Manager Position.

REQUIRED JOB COMPETENCIES

- Strong foundation in mechanical/electrical systems, automation, and industrial research.
- Understanding of risk management, budgeting, and resource allocation.
- Understanding of both traditional and agile project management techniques.
- Proficiency in JIRA and/or Innoslate (or some other Systems Engg tool) is a plus.
- Ability to track KPIs and ensure project milestones are met.
- Strong problem-solving, analytical, and critical thinking skills.
- Excellent communication and teamwork abilities for industry and faculty collaboration.
- Excellent people skills, navigating emotionally charged situations.
- Ability to work in a fast-paced, multidisciplinary research environment.
- Ownership mentality – taking initiative when needed.
- Attention to detail.
- Comfortable with uncertainty and prototyping, testing and iterating.