

Job Description- Position

Position Title	Senior Manager
Department	Office of Research
Reporting To	Faculty Director, Research
Type of Position	Full Time

POSITION DESCRIPTION

The Senior Manager, Office of Research, plays a central role in advancing the University's research mission by providing operational leadership and administrative support for research initiatives. Reporting directly to the Faculty Director of Research, the position oversees day-to-day operations of the Office of Research and ensures effective implementation of research processes, policies, and programs across the university. 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. This position works closely with faculty, students, and departments to ensure effective management and visibility of research initiatives.

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.

DUTIES AND RESPONSIBILITIES

1. Research Operations & Compliance

- Support the Faculty Director in implementing institutional research policies and procedures, including initiatives arising from the Strategic Plan (2025–2030).
- Create an action plan with the Faculty Director for expanding research aligned with vectors of university's strategic plan.
- Administer internal research grant cycles and assist with external grant management.
- Collaborate with key stakeholders (Faculty, Academic Programs, Finance, HR, IT, Legal, etc.) to prepare and execute proposals, contracts, budgets, and cash-flow plans for all research projects.
- Lead and support teams responsible for post-award administration of all intramural and extramural projects, ensuring compliance with institutional policies and sponsor regulations.
- Oversee documentation, approvals, financial tracking, reporting, and project closeout processes for all research grants.
- Facilitate and strengthen ethical compliance (IRB) processes across academic programs.
- Identify and safeguard potential Intellectual Property (IP), providing guidance on patentability and commercialization pathways as research outputs evolve

2. Faculty Research Capacity-Building and Linkages

- Guide faculty in navigating research funding opportunities, grant policies, and administrative procedures.
- Plan and coordinate training, workshops, and capacity-building initiatives in research methodologies, grant writing, and scholarly publication.
- Identify, monitor, and disseminate opportunities for external grants and industry partnerships aligned with Habib University's strategic priorities.

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- Initiate, support, and sustain collaborations with external academic institutions, research organizations, and industry partners.

3. Undergraduate Research Support

- Coordinate undergraduate research programs ensuring access to research opportunities across disciplines (including managing the operations of the Summer Tehqiq Research Program).
- Maintain a centralized database of research-intensive courses and their outputs across academic programs.
- Support the planning and execution of undergraduate research conferences in collaboration with faculty and academic units.

4. Supporting Dissemination of Research

- Plan and organize research seminars, showcases, and workshops to highlight faculty and student research at Habib University.
- Develop and support content creation for publications, digital platforms, and promotional materials that feature research outcomes and activities.
- Oversee research-related digital platforms, including the departmental website, portal, and application systems.

5. Budget & Project Reporting

- Contribute to annual departmental budget planning, and review financial and programmatic updates on quarterly basis.
- Maintain documentation and tracking systems for project deliverables, including mid-term and final project evaluations and reports.
- Prepare presentations and reports for university leadership for briefings and updates related to research activity at the university.
- Maintain a comprehensive database of research publications and outputs for internal planning and accreditation requirements.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	<ul style="list-style-type: none"> ✓ Master's degree in Research Management, Business Administration, or a related field
Require Experience	<ul style="list-style-type: none"> ✓ Minimum 05 years professional experience, preferably in a grant management and research focused environment. ✓ Demonstrated expertise in Research Grant Management Tools (e.g. grant portals, project management dashboards) ✓ Demonstrated expertise in higher education leadership, research administration, stakeholder coordination, budgeting, report writing, and communication. ✓ Strong project management and problem-solving skills, including decision-making and lead trouble shooting where required ✓ Knowledge of emerging research methodologies and best practices. ✓ Ability to build and maintain partnerships within and beyond the organization. ✓ Priority will be given to candidates with some expertise and experience in Intellectual Property (IP) processes.

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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Grant management and project management skills	High
2.	Integration and use of Research Grant Management Tool	High
3.	Budgeting & Financial Oversight	High
4.	Problem-solving skills	High
5.	Stakeholder Coordination & Relationship Management	High
6.	Ability to self-learn	High
7.	Research Communication & Documentation	Medium
8.	Data, Reporting & Analytical Skills	High

 Verified By (For HR Only)

 Line Manager (If Any)

 Head of the Department