

Assistant Manager – Takhleeq Office

Habib University, Karachi

The Takhleeq Office at Habib University is seeking an Assistant Manager to support its portfolio of industry-driven research, engineering innovation, and multidisciplinary student projects. The role combines technical research, engineering prototyping, and structured project management to facilitate collaboration between faculty, students, and industry partners.

The Assistant Manager will contribute to the design, development, and execution of engineering solutions, support feasibility studies and experimental validations, and help ensure that projects are delivered effectively through sound project management practices. The role also involves supporting academic activities such as course development and project-based learning initiatives while helping maintain strong engagement with industry collaborators.

Required Skills

- Strong academic record and demonstrated technical excellence in engineering or robotics-related fields.
- Proficient software skills.
- Knowledge of robotics systems, sensors, electronics, and microcontrollers (MCUs).
- Good grasp of software systems, preferably including Linux and ROS (Robot Operating System).
- Strong foundation in mechanical and/or electrical systems, automation, and industrial research.
- Understanding of risk management, budgeting, and resource allocation.
- Familiarity with traditional and agile project management methodologies.
- Ability to track KPIs and ensure project milestones are achieved.
- Strong analytical, problem-solving, and critical thinking abilities.
- Excellent communication and teamwork skills for collaboration with faculty and industry partners.
- Strong people skills, including the ability to navigate complex or emotionally charged situations.
- Ability to work effectively in a fast-paced, multidisciplinary research environment.
- Ownership mindset, with the ability to take initiative and drive tasks independently.
- Strong attention to detail.
- Comfortable working in environments involving uncertainty, prototyping, testing, and iterative development.
- Familiarity with JIRA and/or Innoslate is a plus.

Job Responsibilities

- Conduct research on emerging technologies, materials, and engineering methodologies relevant to Takhleeq industry projects.
- Design, prototype, and develop engineering solutions for industry–academia collaboration initiatives.
- Assist in developing interdisciplinary research projects, both ongoing 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 ensure research aligns with practical applications.
- Assist in project planning, scheduling, and execution in alignment with PMO objectives.
- Develop project charters, work breakdown structures (WBS), risk assessments, and project timelines.
- Track project progress, milestones, and deliverables, preparing reports for stakeholders.
- Coordinate with faculty, industry partners, and engineering teams to streamline project workflows.
- Identify potential project risks and mitigation strategies.
- Facilitate procurement processes, budgeting, and resource allocation in coordination with the PMO.
- Work closely with industrial partners to ensure R&D projects address real-world engineering challenges.
- Assist in writing proposals for research grants and funding opportunities.
- Represent the Takhleeq Office in technical meetings, presentations, and industry engagements.
- Assist in the development, maintenance, and grading of course material related to engineering and project-based learning initiatives.
- Collaborate with faculty to prepare materials and resources for Systems Engineering and Project Management courses that have a course project component, 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.

- Actively pursue the industry stakeholders for allocation of funding and support for the projects in their budgets.
- Ensure timely initiation and management of parts procurement to meet project deadlines.