

JOB DESCRIPTION

Position Title	Assistant Manager/Deputy Manager
Department	Office of Research
Reporting To	Manager, Office of Research
Type of Position	Full-time

POSITION DESCRIPTION

The Assistant Manager/Deputy Manager, Office of Research, supports research and grant administration at Habib University by coordinating applications, review processes, project monitoring, and liaison with relevant stakeholders.

The Office of Research 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. Habib University provides a rich environment to its faculty members to develop a niche in applied research in teaching and learning.

DUTIES AND RESPONSIBILITIES

- Coordinate research application calls and track all stages from submission to approval and dissemination.
- Coordinate the review of proposals, contracts, budgets, and cash-flow schedules for internal research grants with relevant stakeholders, including Faculty, Academic Affairs, Finance, HR, IT, and Legal.
- Coordinate post-award administration of internally funded research projects to ensure compliance with Habib University's internal policies.
- Liaise with Finance, Procurement, HR, IT, and other departments to facilitate requests and payments, address operational concerns and meet deadlines.
- Monitor project progress and fund utilization for internal and external research projects.
- Schedule and coordinate project review meetings with faculty, document key updates, and follow up on agreed actions.
- Resolve routine operational issues and refer complex matters to the line Manager/HOD for guidance.
- Coordinate Institutional Review Board processes to facilitate timely ethics clearance and organize research ethics training for the HU community.
- Maintain organized grant records, including contracts for student researchers and project staff, milestone plans, approvals, and correspondence.
- coordinate research-related training, sessions, workshops, seminars, and other events.
- Perform other duties assigned by the line Manager/HOD

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Minimum of 16 years of education; a master's degree will be preferred.
Required Experience	✓ Minimum 2–3 years of relevant experience in grant management/operations, an ORIC, or a research-focused environment.

	✓ Experience in grant management or administration, with good communication, time management, spreadsheet, budgeting, and financial monitoring skills.
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1	Analytical and Problem-solving skills	Medium
3	Financial and budgeting skills	Medium
4	Project Management skills	Medium
5	Ability to self-learn	Medium

Applicants need to submit a cover letter, curriculum vitae, and copies of academic documents in order to be considered. The application package can be emailed to academic@habib.edu.pk.

Application will remain open until the position is filled.

Habib University is an Equal Opportunity Employer