



## JOB DESCRIPTION

Position Title	Assistant Manager, Research
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 Academic Research that involves exploring, inviting, managing and processing all research activities at Habib University. Assistant Manager, Office of Academic Research will be the principal liaison for HU community with internal and external stakeholders for successful realization of Habib University's research priority areas.

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

- Keep the faculty updated with all internal and external available research opportunities
- Invite and manage research applications and keeping a track of all processes involved from application to approval and dissemination.
- Work with relevant stakeholders (Faculty, Office of Academic Affairs, Finance, HR, IT, Legal etc.) for preparation of proposals, contracts, budget and cash-flow schedules for external research projects.
- Manage the post award administration of all externally funded research projects to ensure compliance with both sponsors' regulations and Habib's internal policies. 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 on behalf of the Office of Research with multiple departments (Finance, Procurement, HR, IT etc.) to process requests and payments, and to resolve pressing concerns in time for meeting deadlines.
- 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.
- Analyze and resolve issues of varied nature promptly and accurately.
- Manage 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.
- Liaise with the office of Marketing and Communication to keep the research office page updated on the website. Provide periodic updates to HU community regarding faculty and student research through website and newsletters.
- Perform event planning including trainings, sessions, workshops, seminars, etc.
- Work with Assistant Director to foster awareness in HU community related to research priorities and appropriate policies and procedures for effective operations of the function.

**REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Minimum 16 years of education (Candidates with Masters of Research will be preferred)
Required Experience	✓ Minimum 3 years' experience in preferably ORIC or a research focused environment at a university. ✓ The candidate should demonstrate research administration expertise, communication abilities, time management and good financial skills, as they may be required to handle budgeting and monitoring. ✓ The candidate should demonstrate understanding of funding opportunities (including industry relations) for research in the context of an undergraduate teaching university. ✓ Understanding of national and international grant compliance requirements will be a plus.

**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	High
2	Ability to write and orally present data and project updates in a clear and effective manner	High
3	Financial and budgeting skills	High
4	Project Management skills	Medium
5	Ability to self-learn	High

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 [hr@habib.edu.pk](mailto:hr@habib.edu.pk) CC to [Zunair.ejaz@habib.edu.pk](mailto:Zunair.ejaz@habib.edu.pk)

**Application will remain open until the position is filled.**

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