



Shaheed Zulfiqar Ali Bhutto Institute of Science & Technology

JOB DESCRIPTION

JOB TITLE: Manager of Research Operation and Development	DEPARTMENT: ORIC Department
POSITION REPORTS TO: Director ORIC	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Facilitate faculty of all departments in all campuses of SZABIST with grant proposal submissions in aggregation with projects budget and development, documentation, internal approvals; monitor issues around effort, cost share, space needs, and tuition remission.2. Conducting awareness sessions for faculty regarding contracts, progress reports and other sponsor-related grant actions and post-award grant management.3. Work with other staff members of ORIC department to set goals and responsibilities within the department efficiencies.4. Facilitate collaborations among faculty through identifying overlapping research interests and providing opportunities to communicate by conducting a workshop.5. Provide information about the grant process to faculty including study section procedures, interpreting reviews, and identifying appropriate funding mechanisms.6. Developing MOUs with various Universities and Cooperate sector.7. Keeping track of all the Grants from education sector and private sector, planning workshops with students and faculty of SZABIST.8. Good Communication and Writing Skills.9. Strong ability of team work.	

