

## **Research Manager**

### **ROLE PURPOSE**

The role holder is accountable for providing end-to-end operational coordination of the Research programs, in line with the Research agenda of Al Jalila Foundation (AJF).

The role holder is also accountable for supporting the line manager (Director) with the development and implementation of Research strategy, initiatives, and policies to support the vision and mission of the organization.

### **CORE RESPONSIBILITIES**

In consultation with the line manager:

#### **Program Management-**

- Researches and identifies new Research programs and initiatives, as needed, and develops robust proposals in support of the strategic priorities of the organization.
- Spearheads planning, launching and delivery of Research programs and activities in accordance with the mission and goals of the organization.
- Leads the evaluation of the Research programs by monitoring the activities on a regular basis in support of optimum utilization of approved grants and programs' effectiveness.
- Works closely and regularly with the grant recipients and program participants to ensure that they are progressing well with their projects and to facilitate obtaining approvals (from AJF) for any request they may have.
- Develops and updates forms, checklists, templates, and workflows to track and document end-to-end program activities.
- Ensures the collection and maintenance of programs documents and records for audits, statistical purposes, and decision support in line with the confidentiality/privacy policy of the organization.

#### **Scientific Advisory Committee (SAC)-**

- Schedules, attends, and takes meeting minutes of the SAC meetings. Actions SAC meeting minutes and follows up on related matters.
- Keeps SAC up-to-date with the progress of Research programs and manages requests (to SAC) made by AJF research grants recipients.
- Maintains and updates the databases that tracks the progress of the Research programs (i.e., seed grants, fellowships, etc.).

#### **Budget Management-**

- Works closely with the line manager on preparing and managing the annual budget for Research programs and initiatives.
- Tracks approved programs budget and ensures its complete adherence. Reports any budget discrepancy to the line manager and seeks further approvals/exceptions, as appropriate.

#### **Relationship Management-**

- Nurtures strong relationships with external institutions, universities, health-care providers, and government organizations with the aim to build and develop partnerships with key stakeholders. Attends community meetings, events, and conferences, as required.
- Identifies and reaches out to the International Peer reviewers (IPRs) to participate in reviewing research grants proposals and providing recommendations accordingly.

#### **Innovation-**

- Researches and seeks innovative opportunities and benchmarks best practices to launch new Programs and initiatives in support of the mission of the organization.
- Spearheads innovative Research projects and cross-functional activities to support the organizational mandate.

#### **Policies and Processes-**

- Supports the line manager in developing and implementing policies, systems, and processes in line with the evolving needs of the organization.

- Fully adheres with related policies and processes to ensure that the Research Programs and Initiatives are in line with the compliance framework of the organization.

#### **Other Accountabilities-**

- Provides logistical support to events and ceremony pertaining to Research programs and initiatives.
- Works closely with the AJF team to prepare periodic reports and statistics to assess and demonstrate the performance of the Research Programs and initiatives.

#### **QUALIFICATIONS, EXPERIENCE AND SKILLS**

- Bachelor's degree from an accredited institution in health sciences, life sciences, public health, biomedical sciences, or related fields.
- Proficiency in written and spoken English; Arabic is highly preferred.
- A minimum of 8 years experience, preferably in a non-profit environment, with at least 5 years in developing and managing scientific/healthcare related research Programs.
- Working experience in a medical laboratory is highly preferred.
- Experience in programs coordination and execution from start-to-end
- Working knowledge of research administration/grant award process
- Experience in using Microsoft Office and database management skills