CAREER OPPORTUNITY

KCA University is a dynamic private business and technology university committed to quality service and ethical practices. KCA University seeks to recruit a candidate to fill the following position;

RESEARCH DEVELOPMENT OFFICER

The job holder will ensure that the administrative and project coordination support for the Research, Innovation & Outreach (RIO) division is carried out smoothly and efficiently.

Key Responsibilities and Tasks

- Contribute to strategic planning for the Division, including its development and the achievement of objectives and targets;

- Ensure knowledge of and compliance with University procedures related to sponsored research;

- Obtain and maintain applicable approvals before initiating a research project;

- Ensure all Sponsor and University requirements have been met during grantsmanship;

- Confirm eligibility of researchers according to Sponsor guidelines;

- Provide support to researchers and staff on post-award administrative processes;

- Initiate and manage partnership agreements, sub-awards and sub-contracts with external collaborators;

- Oversee the work of various research teams and ensure the provision of efficient and professional services;

- Liaise research development activities between the offices of the DVC RIO and Research Grants;

- Ensure policies and processes are followed as per the RIO Division Policies and Guidelines;

- Ensure the RIO Division's templates for proposals, presentations and reports are used consistently and correctly;

- Ensure compliance certificates are valid through the life of the project;

- Organize meetings and maintain accurate note-taking and circulation of relevant information to key stakeholders;

- Spearhead the development of the KCA University Research Bulletin;

- Maintain a database of all research and innovation projects, including timelines;

- Maintain administrative information and reports of the RIO Division, especially the RIAB and RIO Committee minutes,

Minimum Qualifications
- Bachelor's degree in Statistics, Economics or Project Management or related field from an accredited institution of Higher Education.
- Three (3) years' experience in research development, preferably in an institution of higher learning.
- Hands-on knowledge and experience in research management and administration

Other Skills and Attributes.

- Demonstrate a track record of writing winning grant proposals.
- Demonstrate a track record of research development administration and

management.

- Possesses analytical skills in research, business prospecting and proposal writing.
- Strong communication skills, both orally and in written.
- Strong computer skills in project management, word and data processing.

How to Apply

Interested candidates who meet the above requirements should submit an application letter indicating your current and desired salary, a detailed CV including three referees, academic & professional certificates and a clear copy of your Kenya National ID and KRA PIN certificate via the linked form https://forms.gle/De1DBTkwdQmA9htH8

by 24th May 2024.

Only shortlisted candidates will be contacted.

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