**KAUST Seeks Manager, Internal Funding**

King Abdullah University of Science and Technology is an international graduate-level, merit-based research university located on the shores of the Red Sea in Saudi Arabia. Our state-of-the-art campus, globally renowned faculty and brand new facilities come together to provide the ideal setting for significant, high-impact research. KAUST is dedicated to inspiring a new age of scientific achievement in the Kingdom that will also benefit the region and the world.

Reporting to the Director of OCRF, the Manager, Internal Funding has primary responsibility for managing the end-to-end grants life cycle for OCRF competitive funding programs and awards, including the broad competitive funding programs directed towards individual PIs; multidisciplinary, collaborative groups of PI’s; Research Centers; as well as funding for KAUST-sponsored conferences and workshops and equipment. Serves as a member of the management team to provide expertise to the Director for strategic and resource planning, funding program design, implementation, award monitoring, and management reporting to KAUST senior leadership.

**Key responsibilities include:**

*Section Management*

• Staffs, trains, develops, coaches, manages, and evaluates the performance of Research Funding team leads and team members; facilitates cooperation and teamwork; and supports constructive conflict resolution.

•Optimizes resources by allocating responsibilities equitably among team members, delegating assigned responsibilities to team leads, and ensuring the timely completion of assignments according to established standards.

• Hosts effective and efficient meetings within the team and across teams to effectuate open, transparent communication.

• Serves as the business lead for the design and implementation of the OCRF electronic research administration system based on trends and best practices for OCRF’s pre-award and post-award management and activities.

* Stays actively engaged and aware of developments in OCRF’s records management and electronic research administration systems to ensure they are used effectively and efficiently.
* Leads activities that cut across the section where centralized coordination will assist in developing and implementing section priorities and strategies for the efficient management of KAUST competitive research programs and awards.

*Internal Funding (Program Planning, Implementation, Award Negotiation, Research Agreements, and Award Monitoring)*

* Leads the Internal Funding staff in the design of the various competitive funding programs, designs and issues calls for proposals, and oversees the proposal review process with the selection of external evaluators and review panels and the issuance of awards based upon decisions of KAUST’s executive leadership.
* Manages the post-award monitoring and oversight of OCRF awards and awardees, including ensuring compliance with award terms and conditions, and KAUST policies and OCRF procedures and guidelines.
* Resolves and decides award-related issues and requests;
* Utilizes in-depth knowledge and awareness of the KAUST vision, strategy, and mission, and OCRF goals and objectives in order to review policy and program issues.
* Oversees the design and implementation of strategic grants business streamlining activities, including internal desk reviews of award-related documentation and workflows.
* Oversees the drafting, implementation, and communication of policies, procedures, and guidelines and updates to ensure implementation by OCRF staff and Awardees of new or revised OCRF procedures and guidelines or policies initiated by KAUST leadership that directly impacts the work of OCRF.

**To be successful within this role you must have:**

* Minimum Bachelors Degree from accredited college or university in science, technology, engineering or mathematics disciplines, law, business, economics, and/or another relevant discipline(s); and At least 9-10 years of professional experience, 3-6 years of which must have been in grants management, both pre- and post-award administration, including peer-reviewed internal funding operations or equivalent specialized experience which is directly related to the work of this position and which has equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position; and 3 years of management experience.
* Knowledge of university-based scientific and engineering research and graduate education, both mission and operations;
* Knowledge of the research and development value chain;
* Knowledge of intellectual property implications for scientific research projects;
* Strong leadership, strategic planning, organization, time management, analytical, and critical thinking skills with the ability to identify and solve problems, make decisions, and implement changes;
* Demonstrated strong management skills of professional and support level employees in a multi-functional working environment;
* Skill in managing, directing, coaching, and supervising the activities of employees and delegating appropriate work to them based on their skill level and potential;
* Demonstrated ability to analyze workflows in order to streamline and improve business processes and workflows;
* Ability to work independently using own initiative, handle multiple and complex tasks and prioritize ongoing and new work assignments and deliver high-quality work against tight deadlines;
* Demonstrated negotiation and conflict resolution skills;
* Ability to work collaboratively and foster a cooperative work environment with multi-cultural research faculty, university research administrators, graduate students, colleagues, and others at all levels who are engaged in world-class research;
* Excellent overall computer skills and solid experience in data management software including databases (web-based and local);
* Presentation skills, including experience presenting to senior leadership;
* Demonstrated ability to account for and manage financial information and to review and report on grant award funding and expenditures.
* Strong verbal and written communication skills in English;
* Adaptability and stress tolerance.

In addition to providing world-class facilities and living conditions, a competitive employment package and the opportunity to work within an ambitious and growing University are offered to the successful candidate.

To be considered for this exciting role, please visit our website [www.kaust.edu.sa](http://www.kaust.edu.sa) and apply directly through the Employment webpage.

**OCRF:**

The Office of Competitive Research Funds (OCRF) (formerly Global Collaborative Research) was established to implement and support KAUST’s research strategy and priorities. OCRF is responsible for all internal competitive research funding programs , including the broad funding programs directed towards individual PIs, multidisciplinary groups of PI’s, Research Center competitive funding, equipment funding, as well as funding for KAUST-hosted conferences and workshops. <http://ocrf.kaust.edu.sa>