

KAUST Job Description



King Abdullah University of
Science and Technology

Division/Department	Office of Competitive Research Funds (OCRF)
Job Title	Award Specialist
Job Code	Professional
Reports to	Awards Administrator

Type of Position:

Full-time Contractor Part-time Other

Position Summary

Under the Office for Competitive Research Funds (OCRF), the Awards Specialist, reporting to an Award Administrator, serves as a member of the Internal Funding team of professionals who are responsible for administering the end-to-end grant life cycle of OCRF funding programs and awards.

Major Responsibilities

- Designs, implements and launches funding programs
- Administers the peer-review process, including identifying reviewers; establishing review criteria and standards for reviewers, analyzes reviewer responses and panel recommendations, and prepares relevant reports and presentations
- Liaises with the Office of Research Services on Awards
- Serves as the first point of contact for OCRF awardees on day-to-day core business matters
- Conducts technical and financial award monitoring activities on behalf of KAUST for assigned OCRF-administered external and internal awards and award projects from award setup to award closeout and final audit, while ensuring compliance with award terms and conditions
- Reviews and makes recommendations on prior approval requests, including re-budgeting, carryover of award funds, and no-cost and funded extensions, changes in Key Personnel, notification requirements, and material deviations from award terms and conditions
- Compiles financial reporting details and program financial statements to management using SAP and MS Excel
- Prepares written reports and oral presentations on the results of and the analytical techniques used in accomplishing the work of Internal Funding Section
- Facilitates research collaborations by engaging with KAUST Principal Investigators and potential partners to foster optimization of research project activities and outcomes
- Provides organizational and technical support to the Award Administrator, such as award-related report preparation and planning formal mid-award assessments
- Contributes to the continuous improvement, development and administration of policies, procedures and guidelines
- Participates in relevant program evaluation working groups, trainings, conferences and other effective networking mechanisms to stay current with the latest trends and approaches to end-to-end grants life cycle
- Performs other duties as assigned

Competencies

- Knowledge of funding agency policies, procedures and best practices related to grants management
- Knowledge of a variety of grant mechanisms and types



- Knowledge of project and process management principles and practices
- Willingness to explore scientific and technical fields beyond his or her direct experience/education
- Experience reading budgets and financial data
- Ability to work effectively in multicultural environment
- Excellent organizational, time management skills and the ability to prioritize simultaneous work assignments
- Ability to cope effectively with a fast-paced, evolving work environment
- Ability to work independently using own initiative to deliver high-quality work against deadlines
- Ability to also work collaboratively and foster a cooperative work environment with research faculty, university research administration, graduate students, colleagues and others at all levels who are engaged in world-class research
- Fluency in Microsoft Office programs to generate relevant documents and reports
- Strong verbal and written communication skills in English

Qualifications

Required Education

- Graduate degree (MS/PhD) in Science, Engineering, Economics, Policy Studies, or relevant field.
- At least three to seven years of experience in grants and/or contracts management, relationship management, program management, project management, accounting, budgeting.

Required Experience

- Experience working in a grant funding agency or sponsored research office (pre-award or post-award grants management)
- Experience in project management
- Critical thinking and analytical problem solving experience with the ability to apply data and information to make sound conclusions and recommendations
- Familiarity with university-based scientific and engineering research and graduate education, both mission and operations

Preferred Qualifications

- Doctoral degree in science or engineering
- Experience in a scientific research environment
- International experience is a plus