

Job Location	Saudi Arabia
Job Title	Awards and Contracts Specialist
Job Type	Non-Academic
Job Summary	<p>KAUST is an international graduate-level, merit-based research university dedicated to advancing science and technology through innovative and collaborative research and addressing challenges of regional and global significance. KAUST is constantly pushing the boundaries of research, development and education in the Middle East.</p> <p>The Awards and Contracts Specialist represents KAUST in all research related agreement negotiations with funding agencies, industrial sponsors and academic institutions worldwide. He/she is responsible for drafting, preparing and negotiating terms and conditions with the highest ethical standards. The Awards and Contracts Specialist has the responsibility for all contractual aspects including the budgetary component. The current ORS (Office of Research Services) portfolio accounts for more than \$200 million.</p>
Major Responsibilities	<ul style="list-style-type: none"> • Negotiates on behalf of KAUST research related agreements with funders (private, public) and institutions worldwide • Drafts and prepares research-related agreements and represents KAUST on contract related matters with external organizations as well as internal departments • Manages the communication with all sponsors for contracts/awards related matters • Ensures the involvement of all stakeholders at KAUST, including the General Counsel’s Office and the Office of Technology Transfer & Innovation, as appropriate, in the drafting of agreements • Maintains and develops the different processes related to agreements • Develops and implements a library of template agreements with KAUST’s preferred terms and conditions • Prepares reports to KAUST senior management upon request • Is responsible for the development of awards and contracts workshops to faculty and researchers • Implements all KAUST policies affecting Awards and Contracts specialists • Works closely with ORS Management
Organization	Research
Division	Office of Sponsored Research
Technical Skills	<ul style="list-style-type: none"> • Sound and proven experience in drafting, reviewing and negotiating research agreements is a must

- Excellent understanding of the complex nature of research and intellectual property issues on research agreements
- Excellent knowledge of contractual legal principles and experience to interpret contracts and sponsors' terms and conditions in an international context
- Sound knowledge of the potential ethics and governance issues in research
- Strong interpersonal, organizational, communication and presenting skills
- Ability to work with staff at all levels
- A well-developed approach to decision making coupled with strong influencing skills
- English proficiency in legal, business and scientific vocabularies
- Cross cultural sensitivity and awareness

Non-Technical Skills or Attributes

- Strong interpersonal, organizational, communication and presenting skills
- Ability to work with staff at all levels
- An effective team player
- Ability to prioritize work and be able to work under pressure to meet deadlines
- A well-developed approach to decision making coupled to strong influencing skills
- English proficiency in legal, business and scientific vocabularies
- Cross cultural sensitivity and awareness

Required Education

- A Bachelor's degree ideally in a relevant field
- A Master's degree (law, science, engineering or business) or a professional qualification of equivalent standing

Required Experience

- 4-8 years' relevant experience with extensive knowledge of research contracts administration from an academic institution

Located on the beautiful Red Sea coast of Saudi Arabia, KAUST sets exceptional standards in residences, recreational facilities and boasts a truly multicultural environment which can be enjoyed by all. It's the perfect setting to live and work for all employees and their families whilst also offering internationally competitive tax free salaries and outstanding benefits to entice top talent from around the world.