



CAREER OPPORTUNITY

ASSISTANT MANAGER / MANAGER PROJECTS & GRANTS

The Assistant Manager / Manager Projects & Grants is responsible for preparing and securing funded projects and grants. S/he shall hunt and disseminate external grants/projects, facilitate the application process, and have excellent proposal writing skills.

Main Responsibilities:

1. To Manage the grantor pipeline, own and cultivate relationships with grantors and understand requirements for each grantor.
2. To organize research groups within university to serve both scientific goals and grantor requirements.
3. To actively search and disseminate grant/project calls and follow-up applications.
4. To assist in the preparation of grant/project applications and other necessary supporting materials for grants, projects, and competitions.
5. To write winning proposals on behalf of Ziauddin University.
6. To provide communication and structural support for project teams and project partners by managing email communications, meetings, and coordination.
7. To prepare progress reports and manage the ORIC Scorecard.
8. Develop and execute research strategies for ZU colleges and departments.

Minimum Educational Qualification:

- Masters degree in a relevant field is required, e.g., Management Sciences, Natural Sciences, Medicine or Engineering.
- English and Urdu proficiency are required.
- Fully proficient Computer, Social Media and Presentation Skills.
- Age limit in between 24 to 35 Years.

Experience: Minimum of 1 to 2 years of experience in research management with proven ability to secure, plan and execute external projects/grants.

Eligible candidates may share their resume at careers@zu.edu.pk with subject line "Assistant Manager / Manager Projects & Grants".

APPLICATION DEADLINE: 28TH NOVEMBER 2023