



## **CAREER OPPORTUNITY**

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

### **MANAGER, RESEARCH SUPPORT**

The job holder will be responsible for sourcing, management, and execution of research opportunities at KCA University

### **PRIMARY RESPONSIBILITIES**

- Compile and maintain a database of KCA University faculty members' areas of specialization and research interests to be able to match them to emergent opportunities.
- Continually source for relevant research and grant opportunities and promptly communicate the same to the members of the University research community, according to their areas of specialization and research interest.
- Maintain an up-to date database of all completed and ongoing research projects facilitated by the University.
- Organize of periodic research capacity building activities, such as seminars, workshops and conferences, for the University's research community.
- Organize seminars and colloquia and any other such events for dissemination of research findings.
- In conjunction with the webmaster, continually update the RIO website with multimedia content on developments and activities of the division.
- Assist KCA University research teams in compiling institutional documentation that might be required by research funders.
- Document all requests for research support from the University community and process them accordingly.
- Ensure all research funding proposals submitted in the name of KCA University conform to the set requirements, including quality assurance and peer review processes.
- Assist the Director (RSD) in preparing policy documents to guide operations in the directorate.
- Coordinate publication of periodic briefs on research in the University.

## QUALIFICATIONS AND EXPERIENCE

- A current member of staff of KCA University
- Holder of a Masters degree in the social sciences
- At least 3 years of experience in a professional services support environment.
- Prior experience in research management will be an added advantage.
- Proficiency in statistical software, such as SPSS, N Vivo, or STATA.

## OTHER SKILLS AND COMPETENCIES

- Excellence interpersonal and communication skills
- Good analytical and critical thinking skills
- Ability to work flexible hours
- Proven passion for research, innovation, and outreach
- Proficiency in emerging collaboration tools, such as googledocs and Microsoft 365

### How to Apply

Interested candidates who meet the above requirements should submit an application letter a detailed CV, academic certificates and three references via email to [hrjobs@kca.ac.ke](mailto:hrjobs@kca.ac.ke) by 6<sup>th</sup> March 2022.

Subject of your email should read: **MANAGER, RESEARCH SUPPORT**

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