



Assistant Vice President, Research and Grants Management
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	May 2021
Type	Contractual with an option to renew
Salary	Dependent on Experience
Employment Type	Full-time

Assistant Vice President of Research and Grants Management

University of The Bahamas is seeking an Assistant Vice President of Research and Grants Management. The Assistant Vice President of Research and Grants Management reports to the Vice President Academic Affairs. The main purpose of this position is to oversee the grant funding and sponsored research opportunities in consultation with the academic deans and in support of academic priorities. Furthermore, the successful candidate will have responsibility for management of all aspects of grants and sponsored research administration, including pre-award and post-award and compliance administration. Moreover, the person appointed to this role will be expected to promote the university's commitment to research and the involvement of faculty and professional staff in collaborative research and partnerships. This office requires an experienced individual with the ability to develop policies and procedures. Additional requirements include: (1) working directly with faculty, providing guidance concerning potential funding opportunities and on the funding policies and regulations; (2) overseeing the preparation of reports to sponsors including financial reporting and research outcome reporting; (3) overseeing all aspects of budget administration for externally funded programmes; (4) reviewing purchase order requests on equipment and supply orders to ensure availability of funds and that appropriate policies are followed; (5) overseeing contractual matters related to research grants to comply with internal policies, including payment terms, IP ownership and other contract terms as needed.

DUTIES AND RESPONSIBILITIES:

Reporting to the Vice President Academic Affairs, the Assistant Vice President, Research and Grants Management shall:

- Strategically oversee the University's research programmes and facilitate the academic operations of the Research Office;
- Develop an active research culture that fosters the highest achievements, encourages

innovation and enriches the student learning experience;

- Implement university-wide strategies and policies for research and maximise the impact of research performed within the University;
- Work to enhance the University's research and development capacity and activities, raising the profile of research in regional, national and international settings, and developing and enhancing effective relationships with funding agencies, government bodies and agencies, and other bodies that fund research;
- Work directly with and support faculty and professional staff (such as the principal investigators and project directors) providing guidance concerning novel and potential funding opportunities and on the application of grant-funding policies and regulations;
- Track submissions and progress of proposals, and prepare periodic status reports;
- Promote research links, external partnerships and enterprise opportunities, and community engagement engaging staff and students across the University, and with external organisations;
- Identify new research, enterprise, network and community engagement opportunities that have potential for significant growth and to liaise as required on grant and contract submissions;
- Provide effective coordination of activities for prospective and current funding organizations, including campus visits, attendance at strategic events and university events;
- Maintain positive, proactive relationships with university offices and funding agencies to ensure process efficiency and grant compliance;
- Serve as a liaison to all funding agencies or organizations, developing collaborative relationships with grant funding representatives;
- Manage pre-award and post-award processes and provides suitable support (including internal agreements and external contracts, supporting and documenting sub-recipient monitoring, and PI reports to grant funders);
- Effectively represent office and university priorities to granting agencies;
- Collect and summarise funded programme/project outcomes and budget expenses, and submit timely reports to funding organizations; and
- Assist in the development, compilation and review of other proposal documents, as assigned, which may include budget, administrative/internal, sponsor form preparation, database, file and document maintenance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently and manage time effectively;
- Demonstrated experience in reporting, writing, monitoring and evaluation of research initiatives, preferably in a higher education or nonprofit setting;
- Experience in successfully soliciting local, regional, and international grant funding;
- Strong organizational skills, including the ability to manage competing priorities and deadlines;

- Demonstrated teamwork skills, team-oriented, and able to build morale and group commitments to goals and objectives;
- Strong analytical skills and experience with all Microsoft Office suite applications and software databases;
- Strong written communication and editing skills;
- Ability to write clear, articulate, and persuasive proposals;
- Conducive to working with varied personalities and collaborative teams;
- Self-motivated, proactive, and collaborative;
- Demonstrated ability to work in deadline driven environments; and
- Experience in successful management of multiple concurrent projects to meet deadlines.

QUALIFICATIONS

- PhD Degree
- Extensive research publications in top tier academic journals;
- Proven ability to collaborate with faculty on research projects;
- Minimum of five years' experience with grant writing;
- Experience in successful management of multiple concurrent projects to meet deadlines;
- Experience managing and growing a portfolio of grants and sponsored research;
- Demonstrated ability to relate well to and understand the needs and interests of funding organizations in order to develop relationships between them and the university; and
- A familiarity with various international rules and regulations as pertains to the administration of higher education grants is desirable.

Setting. University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10th November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

Application. Application materials should include:

1. A cover letter describing academic philosophy and vision, research and publications;
2. Copies of academic certificates;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;

6. Names and contact information of three persons who can provide letters of reference;
7. Completed UB Application for Employment Form found at this link:
<http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf>

To Apply: Apply electronically at vpaa@ub.edu.bs *noting the position in the subject field*. Only electronic submissions will be accepted. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact vpaa@ub.edu.bs