



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

Date Posted	February 2023
Type	Contractual with an option to renew
Salary	Dependent on Experience
Employment Type	Full Time

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.

**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 maximize 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 organizations.
- 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.

**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:** The 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 completed University of The Bahamas Application for Employment Form ([www.ub.edu.bs/hrprofile](http://www.ub.edu.bs/hrprofile));
  2. A letter of interest (highlighting work experience and accomplishments relevant to the position);
  3. An up-to-date curriculum vitae or resume;
  4. Librarianship philosophy statement;
  5. Evidence of excellence in librarianship;
  6. Evidence of research and scholarship;
  7. Evidence of service to the profession;
  8. Unofficial transcripts (official transcripts needed for employment);
- AND**
9. At least three confidential, professional references.

**To Apply:** Apply electronically at [facultyapply@ub.edu.bs](mailto:facultyapply@ub.edu.bs) noting the position in the subject field. Only electronic submissions will be accepted. Attach all of the above listed in one electronic file.

For additional information or informal inquiries, contact [vpaa@ub.edu.bs](mailto:vpaa@ub.edu.bs)