



**Solomon Islands National University**  
**Office of Research and Post-Graduate Studies**

**Job Description**

Title	Research Project Manager
Incumbent Name	Vacant
School/Division	Office of Research and Post-Grad Studies
Grade	Band 3
Category	Administration
Reports to	Director Research
Location/Campus	Kukum Campus
Direct reports	Nil

**Summary of Duties**

The Research Project Manager (RPM) at the Office of Research and Post-graduate Studies (ORPS) oversees the planning, execution, and evaluation of research projects across various fields of study. The RPM will develop and implement strategies for the successful management of multi-disciplinary research portfolios and publications. In addition, the RPM will actively engage in establishing and maintaining relationships with key stakeholders, including donor partners, partner universities, industry collaborators, regional organisations, staff, and other research stakeholders. This position will play a crucial role in administering project budgets, financial tracking, developing the research portfolio, and providing support for specific research-related tasks for the academic staff of the university.

**Main Duties and Responsibilities**

Key tasks	<b>Administration</b> <ul style="list-style-type: none"><li>• Facilitates and coordinates all research-related activities and projects of the university</li><li>• Assists in developing research portfolios and creating research products, and provides public relations support</li><li>• Provide specialized research support (such as training on key datasets and software, editing of research proposals) and administrative support (such as fundraising or day-to-day administration of a broad range of programs and research activities)</li><li>• Responsible for assembling a project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedules to ensure timely completion of projects.</li><li>• Assist in project planning, and ensures that pre-established work scope, study protocol, and regulatory requirements are followed</li><li>• develops and maintains recordkeeping systems and procedures, and compiling quarterly reports</li></ul>
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Dimensions	<ul style="list-style-type: none"> <li>• Serves as liaison focal point and coordinator between the University, consortium partner organizations, government agencies, and other participating agencies including regional and multilateral organisations</li> <li>• Organizes media events including press conferences</li> <li>• Assigns and reviews research-related work and tasks given to research assistants and students; performs other duties as assigned.</li> <li>• Monitors the progress of research activities to assess the effectiveness of a project's research design and methodology, to identify areas of improvement</li> <li>• Prepares research ethics board applications</li> </ul> <p><b>Financial Knowledge and Management</b></p> <ul style="list-style-type: none"> <li>• Administering the annual SINU research grants program including disseminating information about the research grant application process, arranging peer review of applications, monitoring the progress of research projects, and administering the research grant funds.</li> <li>• Assist in preparing, monitoring, and revising the research budget ensuring that all activities are kept within the budget.</li> <li>• Assist in seeking external funds to support research activities at SINU. (This will involve liaising with government departments and local businesses, as well as developing a wide knowledge of other potential sources of funds by using, for example, Grant maker directories; philanthropy databases, etc.)</li> <li>• Disseminating information to SINU staff about potential sources of funding when grant applications are called for by various external agencies and assisting with the preparation of grant applications.</li> <li>• Assist in administering a program to fund conference attendance (with preference given to people who are presenting papers or posters) and exploring opportunities for conference funding from various professional bodies and conference organizers</li> </ul> <p><b>Problem-solving and impact</b></p> <ul style="list-style-type: none"> <li>• Ensures the smooth and efficient day-to-day operation of research and data collection activities; acts as the primary administrative point of contact for internal research staff and as the principal operational liaison for other research organizations, funding agencies, and regulating bodies.</li> <li>• Develops and maintains records of research activities, and prepares periodic and ad hoc reports, as required by funding agencies, and/or regulatory bodies and the University Management.</li> </ul> <p><b>Working Environment</b></p> <ul style="list-style-type: none"> <li>• To balance the competing pressures of knowledge transfer, administrative demands, and deadlines.</li> <li>• To take responsibility for conducting risk assessments and reducing hazards (depending on the area of work and level of training received)</li> <li>• To engage in continuous professional development</li> </ul> <p><b>Decision-making Authority</b></p>
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Key Performance Indicators General Responsibilities	<ul style="list-style-type: none"> <li>• Provision of advice to staff and other stakeholders on Research Policies and guidelines</li> <li>• Resolves staff and stakeholders' complaints</li> <li>• Provide advice to the Director of Research on matters affecting the department and research activities and/or Projects</li> </ul>
	<ul style="list-style-type: none"> <li>• To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>• To be responsible for your own health and safety and that of your colleagues</li> <li>• To undertake other such other duties as may be reasonably expected.</li> <li>• To provide a healthy and comfortable working environment</li> </ul>
Minimum qualification Requirement	Relevant high-quality Master's degree (or equivalent), <b>OR</b> a relevant high-quality Post Graduate Diploma (or equivalent) with at least 2 years relevant, post-PGD work experience, <b>OR</b> a relevant high-quality Bachelor's degree with at least 10 yrs. post-degree relevant work experience at a senior management level at a university, consultancy work both in the country and with international organisations, experience in writing project proposals and project implementations, monitoring, and evaluation. A lead author in collaborative research projects with other universities, and partner organisations in the region.
Experience	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Relevant Qualification as per the Minimum qualification requirement above</li> <li>• Relevant experience in research project appraisals, execution, coordination, and assessment in a multi-research-related discipline</li> <li>• Excellent organisational and time-management skills</li> <li>• Excellent interpersonal, written, and communication skills</li> <li>• Knowledge and understanding of budget control</li> <li>• Project Management experience</li> <li>• Research Experience</li> </ul>
Any other relevant information	
Most frequent Contacts	Director Research Academic Staff University Management Donor partners Partner Universities Government and other Partner Agencies

#### Document History

Approval Date/ Date of Classification	
Review Date	2 years is normal or at a change of any related document
Revision History	