



GERIATRIC EDUCATION & RESEARCH INSTITUTE
JOB DESCRIPTION

JOB TITLE	Executive/Senior Executive
DEPT/SECTION	Research Administration (Policy and Governance)

STATEMENT OF PURPOSE

The Executive/Senior Executive will facilitate the administration of research ethics and regulatory requirements, and promote integrity of the institute through formulation of policies, monitoring, and providing advice, guidance and support to the researchers. He/She will also support the submission, review and management of internal grant and external grant applications, collaborations with external institutions as well as tracking of research outcomes.

MAJOR DUTIES AND RESPONSIBILITIES

(A) SPECIFIC (90%)

1. Supports and guides researchers on institutional policies, ethics and regulatory requirements for research conduct
2. Communicates information and serves as point of contact for research administrative, ethics and regulatory matters
3. Develops, reviews and implements research-related policies and processes
4. Conducts or assists in the monitoring and audit of research projects as required by institutional policies, ethics and regulatory requirements
5. Facilitates the administration of intramural research projects
6. Sources for and disseminates information on conferences, funding opportunities and external grant calls.
7. Coordinates and supports submission of extramural projects according to institutional policies and the grant's terms and conditions
8. Prepares and reviews research agreement



9. Manages the processes related to tracking and analysis of research outcomes such as publications, journal metrics and grant performances, etc
10. Assists in the drafting of formal reports and papers for various stakeholders

(B) GENERAL (10%)

1. Provide administrative support as assigned.
2. Assume additional responsibilities as assigned.

JOB REQUIREMENTS

(A) EDUCATION, TRAINING AND EXPERIENCE

- Basic Degree, with preference for demonstrated interest and/or experience in research
 - Some knowledge of research governance and ethics preferred
 - Possess sound judgment and superior decision-making and problem-solving skills.
 - Good communication, writing and interpersonal skills
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