

The Senior Research Manager reports to the Principal Research Manager and is responsible for management support to implement the IAL Research Strategy. The Senior Research Manager will manage appropriate internal research projects.

Responsibilities

1. To participate in the support, design, development and implementation of specific research projects.
2. To provide management support and coordination of IAL research projects including international collaborations and projects involving overseas partners.
3. To provide management support for the establishment of research partnerships and MOUs with local and international research agencies.
4. To prepare, plan and manage research project logistics and components.
5. To document specific research activities and reports, including assisting with the design of research instruments, for example questionnaires and surveys, and the writing up and reporting of research activities.
6. To assist with the evaluation of research proposals and tenders for commission work in collaboration with the PM Research.
7. To plan, manage and implement research events including seminars, visiting speaker engagements, focus groups and research related travel.
8. Such other management support for research as agreed by the PM Research.

Requirements

1. A relevant degree. Preference will be given to people with a graduate research degree.
2. Experience in relevant management, research or teaching activity preferably in an institution engaged in research activity, which could include a government agency, tertiary education institution or corporate entity.
3. High level writing and document preparation skills.
4. Self driven and meticulous with some project management experience
5. Sound analytical skills and a strong interest in development as a researcher in the field of adult and continuing education.

6. Capacity to work effectively in teams and with CET stakeholders and researchers, both local and international.