



**JOB DESCRIPTION**

<b>Position Title</b>	:	<b>Director of Research</b>
<b>Department</b>	:	<b>Research</b>
<b>Report to</b>	:	<b>President &amp; Vice-Chancellor</b>
<b>Reportee (if any)</b>	:	<b>Research Fellow</b>
<b>Location</b>	:	<b>University of Puthisastra, Phnom Penh</b>

**I. Position Summary:**

- Strengthen overall research capacity at UP
- Generate external grant income to support research at UP and in Cambodia.
- Maximize research publications associated with UP
- Assist Faculties in planning, coordinating, funding, and conducting research projects which lead to publications, and which will enhance the standing of UP locally and internationally
- Ensure that research skills are embedded across curricula - both horizontally and vertically
- Seek research collaboration and funding both locally and internationally
- Work with UP research team members to ensure that the projects are devised, planned, and completed efficiently and effectively
- Oversee the coordination, supervision and monitoring of staff research projects ensuring quality research outputs
- Chair UP’s Research Board and support the research thesis process
- Organize an annual UP research conference

**II. Duties and Responsibilities:**

**Research & relationships**

- Strengthen UP’s strategic research direction and long-term planning for research at UP
- Work with the UP-research team, creatively identify and coordinate areas for research that enhance and extend the UP-research portfolio
- Develop and monitor research budgets
- Develop proposals and apply for international grants/funding to support research development at UP
- Seek and consolidate external opportunities for research collaboration locally and internationally
- Oversee the quality of all research projects at UP across and within disciplines
- Support the development of quality research postgraduate programs
- Assist with the implementation of introductory research methods for all staff
- Undertake own research projects with annual publications
- Contribute to and participate in national and international conferences and similar events
- Responsible for own professional development by continually updating knowledge and skills in research

**Support**

- Establish an Institutional Review Board (“IRB”) which will review research proposals from staff and students to ensure good practice (including ethics) processes are adhered to

- Create effective organizational processes, policies, and procedures to improve research and associated administration activities including developing and maintaining a database of UP research projects
- Provide guidance and support as required to staff undertaking research at all stages of projects
- Coordinate and participate in training for supervisors/advisors to ensure a high standard of research supervision at UP
- Coordinate and implement continuing professional development for staff in the area of research according to UP strategic plan as well as staff goals
- Contribute to collaborative decision making within the research group
- Assure data integrity through the use of appropriate principles, standards and techniques for measurement, analysis, and reporting
- Ensure ethical standards are followed
- Ensure available health data is easy to interpret/use for university planning purposes
- Perform job duties with discretion and professionalism

### **III. Minimum Qualifications and Requirements:**

#### **1. Experience:**

- At least 3 years of experience in scientific research
- Experience leading a research team
- Experience with various methods research, which may include laboratory research, public health research, quantitative or qualitative research methods,
- Experience with proposal writing, grant writing, research collaborations, scientific writing, and publishing research papers
- Experience of managing grants
- Have published a number of papers in high-quality peer-reviewed journals

#### **2. Education:**

- Master's Degree/Doctor's Degree in health-related field
- Proficiency in the English language and ideally in Khmer

#### **3. Skills/Competencies:**

- Advanced knowledge of research designs and methodologies, evaluation methodologies, quantitative and qualitative analysis, scientific writing, proposal and grant writing, and reporting
- Ability to interpret data and other information to a wide variety of audiences accurately, effectively, and concisely
- Ability to communicate effectively on social and scientific issues, orally and in writing, and excellent presentation skills
- Ability to work effectively in a collaborative environment with multidisciplinary teams, the public, diverse communities, health professionals, and elected officials
- Knowledge of data privacy laws, medical ethics, and protections for research subjects
- Cultural competency

#### **4. Personal Qualities**

- Proven leadership and management skills
- Strong communication skills across multi disciplines
- Strong coordinating skills
- Positive attitude and behavior in a multicultural environment
- Ability to work under pressure and work to deadlines