

JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

Job Title: Research Manager,

Department: Centre for Intellectual Property and Information Technology Law
(CIPIT)

Reporting to: Centre Director

Basic job summary:

The Research Manager will be primarily responsible for the implementation, coordination, evaluation, communication, and/or management of research at CIPIT. They will oversee the execution of the basic investigative tasks of the research projects, contributing to the ongoing management, progress evaluation, and information dissemination relating to the projects.

Read more about our work on <https://cipit.strathmore.edu/>

Duties & Responsibilities:

Research Outputs:

- Communicate research outputs to society and the industry through outreach (e.g. seminars, workshops, lectures, websites, conferences, publications, policy, and legislation) and, where applicable, through technology transfer (e.g. collaborative research; contract work; and commercialization of intellectual property).
- Coordinate the dissemination and publication of the research output of the center.

- Assist the research staff with authoring relevant sections of manuscripts, and facilitate submission of study results, conference abstracts, and preparation of posters, oral presentations, and journal articles, for publications.
- Represent the centre at conferences, seminars, and other relevant events, enhancing its visibility and reputation.

Research Funding, Partnerships, and Compliance:

- Coordinate the raising of funds for research and innovation and consultancy activities in collaboration with the University's Research Office
- Coordinate with the national regulatory bodies responsible for research and innovation, such as ethics review boards, etc. in collaboration with the University's Research office.
- Support the Centre's fundraising initiatives through proposal writing and grant applications.
- Build relationships and partnerships with academic institutions and funding agencies for collaboration.

Administration and Oversight:

- Manage the day-to-day operations of the Centre by following up on projects, attending stakeholder meetings and addressing requests from the University.
- Provide guidance in the appointment and promotion process for staff at the research center.
- Provide guidance and support to staff, fostering a collaborative and productive work environment.
- Coordinate research capacity building in the Centre.
- Conduct performance evaluations and promote professional development opportunities for team members.

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- Coordinate the participation of faculty and research staff in conferences, seminars, and other relevant events, enhancing its visibility and reputation.
- Prepare and present CIPIT's research and consultancy reports to support decision-making by various internal and external stakeholders.

Training and Curriculum Development:

- Implement and support market-driven training programs.
- Coordinate seminars, short professional development certificate courses, and specialized training programs in the relevant field.
- Contribute to the center's capacity building by overseeing training activities in the Centre.

Minimum Academic Qualifications:

- A PhD degree in Law or a Technology field including Computer Science, Emerging Digital Technologies, or Information Technology.

Experience:

- 6 years of significant experience and 3 years of experience in a managerial position.
- Demonstrated extensive experience in research of not less than 3 years. Where a master's candidate will be considered this is a mandatory requirement.
- Extensive knowledge in qualitative research methodologies and their applications.
- Familiarity with quantitative research methods, statistics, and their applications.
- Experience with literature searches and retrievals using electronic databases.
- Ability to prioritize multiple tasks, to effectively manage overlapping duties, and to meet deadlines.

Ole Sangale Rd, Madaraka Estate P O Box 59857-00200 Nairobi, Kenya
Tel +254 (0)703 034000/200/300 Email hr@strathmore.edu
www.strathmore.edu



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- Strong organizational, time management, coordination, and facilitation skills.
- Exceptional interpersonal and communication skills as well as the ability to work in a team environment.
- Demonstrated ability to network and forge new relationships with industry partners.
- Ability to work independently, adapt rapidly to change, and demonstrate flexibility and initiative.
- Sound judgment in applying scientific principles & predicting/preventing problems.
- Ability to adapt protocols as needed (within guidelines).
- Strong computer skills and experience using qualitative and quantitative analysis software and with MS Office (Excel, PowerPoint, Word, Access).
- Advanced written and verbal skills in English

Competencies and Attributes

- Empowerment/ Delegation
- Coaching and Developing Others
- Operational Decision Making
- Customer Focus
- Entrepreneurship
- Passion for Results
- Leading Change
- Establish Strategic Direction
- Leading Teams

Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**) quoting “**Research Manager**” on the subject line to recruitment@strathmore.edu by **16th May 2024**.

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Due to the large number of applications we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.

P&C-02-02-2/2021

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