

## CALL FOR APPLICATION

<b>Post</b>	Postgraduate Research (PGR) Officer
<b>Contract</b>	Fixed-Term
<b>Reference No</b>	
<b>Report to</b>	Chair of PGR committee
<b>Job Summary</b>	As a member of the student committee within CRID, the post-holder will provide an efficient and professional service for the Postgraduate Research (PGR) programmes within the centre, from recruitment to examination.

<b>Main Duties &amp; Responsibilities</b>	
	Develop and implement the management plan of all students at CRID including admission, annual progress reporting system with implementation of PAP (Progress Assessment Panel) for each PhD student
	To be responsible for managing the PGR annual appraisal process, including tracking student progress. In addition, the post-holder will be responsible for producing annual reports on appraisals for the Board
	Acts as secretary of the student committee committee
	Monitor student documentation and University progress
	Help organise annual PGR meeting at CRID with scientific day including oral presentations/Poster with supervisors from University and others invited. To suggest dates, venues and in charge of preparing all invitations
	Work with the student committee, to produce, implement and review policies for research students as appropriate
	Develop and maintain a range of relevant and accessible resources for students, and supervisors including the student handbook, and all the documentation related to students in collaboration with the PGR committee.
	Reminder of end of Training contract to students and supervisors
	The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager

<b>KNOWLEDGE AND EXPERIENCE REQUIRED</b>	
	Bachelor degree in Human resources, Administration or related disciplines
	At least three years of demonstrated experience in managing employee records, and reporting.
	Ability to meet deadlines, meticulous work habits, and the highest level of integrity.
	Strong communication and interpersonal skills, conflict management skills,
	Organizational skills, attention to detail and presentation.



Ability to multitask and prioritize.
Proficiency in use of Microsoft Office Suite as well as other web-based applications;
Ability to work as a team and independently and proactively.
Proven administrative and time management skills and the ability to effectively prioritise workload
Strong interpersonal skills and extremely resourceful
Excellent organisational ability and attention to detail
Strong interpersonal skills and experience in building working relationships with people at all levels and from different backgrounds
Excellent written and oral communication skills in English
Excellent word processing, spreadsheet and PowerPoint skills
Ability to work co-operatively and productively as a team member as well as independently
Enthusiastic and positive approach to work with good problem-solving skills and the ability to take initiative

APPLICATION INSTRUCTIONS	
A cover letter;	
A CV;	
A photocopy of the ID card and Degree	
At least two professional references.	

<b>Working conditions</b>	Full time, 40 hours per week.
	Fixed Term 2 years
<b>How to Apply</b>	Send file to <a href="mailto:crid@crid-cam.net">crid@crid-cam.net</a>
<b>Deadline for applications</b>	November 06 <sup>th</sup> ,2020

**PS: Female applicants are strongly encouraged to apply**