

**Center for Career Placement & Alumni**  
*Graduate Placement Services (GPS)*

**JOB VACANCY FORM<sup>®</sup>**

**Job Reference No.:** JV639

**Company Name:** Khalifa University

**Company Type:** Government



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| <b>Job Position/Title:</b> | Research Support Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Academic Major:</b>      | Business & Economics Engineering |
| <b>Salary Range:</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Years of Experience:</b> | Fresh or Recent Graduate         |
| <b>Job Location:</b>       | Abu Dhabi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Job Type:</b>            | Full-time                        |
| <b>Nationality:</b>        | "Only UAE Nationals"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Gender:</b>              | Both                             |
| <b>Job Description:</b>    | <ul style="list-style-type: none"> <li>Assists with organization of KU research related activities within the campus and externally.</li> <li>Maintain database of external funding opportunities and contacts.</li> <li>Provides overall administrative support for the Office of Research Support.</li> <li>Maintains KU's sponsored project files and records.</li> <li>Provide administrative and coordination support for the preparation of proposals and related correspondence, budget creation and monitoring, and award reporting (program and accounting reports). Reviews grants accounts with faculty, makes recommendations and follows-up on all changes.</li> <li>Provides administrative and coordination support for periodic reporting and required materials to the research community, including financial and human resource reports. Answers questions and tracks follow-ups to completion.</li> <li>Request new account set ups and closeouts. Request new fund centers and accounts, track and follow up on open commitments. Prepare financial reports and billings for sponsored projects, monitoring compliance with sponsors terms and conditions. Ensures timely completion of transactions within the award period.</li> <li>Processes subcontractor invoices for payment in coordination with Finance Department.</li> <li>Maintains records of external reporting requirements for sponsored programs.</li> <li>Maintain database for contract and subcontract renewals.</li> <li>Assist with the development of subcontract modifications.</li> <li>Proficient use of BANNER ordering and reporting system to</li> </ul> |                             |                                  |

## Center for Career Placement & Alumni

### Graduate Placement Services (GPS)

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|                                   | <p>provide support and training to research end users to ensure adherence to developed processes and procedures.</p> <ul style="list-style-type: none"> <li>Using BANNER run various standardized reports to monitor transactional activity as directed. Track purchase requisitions and work with procurement and finance to follow up on open orders and payments. Facilitate the smooth flow of paperwork and approvals, ensuring adherence to all institutional policies and procedures.</li> <li>Performs other administrative tasks/duties as required.</li> </ul> |
| <b>Minimum Qualifications:</b>    | BA/BS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>No. of Positions Required:</b> | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Job Close Date:</b>            | Open Until Filled                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

To Apply, UAEU Graduates/Alumni should send their CVs to:

[atiq.siddiqi@kustar.ac.ae](mailto:atiq.siddiqi@kustar.ac.ae)

