

Applied Research Institute Coordination Manager

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Company: NEOM

Location: Tabuk

Category: other-general

Overview

Position

Applied Research Institute Coordination Manager

Job Code

M

Reports to

ERI Foundation, Senior Program Expert

Direct Reports

Division/Section

Education, Research, and Innovation (ERI) Foundation

Department

Sector

ERI

Job Family

Role Purpose

NEOM is focused on becoming a pre-eminent global location for establishing new technologies and associated industries. This development will encompass many future-facing sectors of activity spanning from education, through health and well-being, the digital world, energy, food, and water, to creative industries, tourism, and sport (<https://www.neom.com/en-us>). It will inspire Research and Innovation (R&I) programs that are international in scope and characterized by their excellence and topicality.

The Education, Research, and Innovation (ERI) Foundation (ERIF) is one of the four pillars of the NEOM ERI Sector, alongside EC – 12 Education, NEOM U and the Talent Academy.

The ERIF's initial flagship program comprises Applied Research Institutes (ARIs) that bridge the gap between academic and industrial activities in key global challenge areas of strategic importance to NEOM. Three Applied Research Institutes are currently underway, in Hydrogen and e-Fuels (HEFARI), Ocean Science and Solutions (OSSARI), and the Future of Urban Livability (FULARI).

In addition, the ERIF will establish a suite of shared research infrastructure facilities that will be widely accessible to users from NEOM U, the Applied Research Institutes, Talent Academy, NEOM sectors, start-ups, SMEs, international corporates and institutions, and government agencies. ERIF will further launch Research Initiatives focused on NEOM-relevant global themes, an Academy of International Fellows to engage the global ERI community with the NEOM region and its R&I activities, and a competitive Grant Funding Program .

Taken together, this will help build the R&I ecosystem, in close collaboration with the NEOM sectors and regions, by supporting students, researchers, innovators, faculty, entrepreneurs, investors, and companies.

The Applied Research Institute Coordination Manager will act as the bridge between the ARIs, the ERIF and its stakeholders, ensuring efficient administrative and management support occurs in both directions. The position requires excellent interpersonal skills and the ability to interact effectively with others.

Key Accountabilities & Activities

Serve as the liaison between the ARIs, the ERIF and relevant stakeholders.

Establish and maintain strong working relationships with key stakeholders, including ARI leadership and ERIF staff.

Work closely with leadership from the ARIs and relevant ERIF stakeholders to plan and coordinate advisory board meetings, steering committee meetings and regular meetings.

Assist in the development and implementation of joint initiatives and collaborative projects between the ARIs, the ERIF and its stakeholders.

Assist leadership of the ARIs in collecting and compiling all necessary information required to satisfy periodic and ad-hoc management reports, as requested by ERIF stakeholders.

Support the maintenance of specialized databases and systems for recording and tracking financial and scientific reports, and other reports submitted by the ARIs.

Monitor the progress of on-going projects and initiatives, providing regular updates and reports to ERIF leadership and stakeholders.

Advise relevant ERIF stakeholders of internal and external issues that might affect the business and operational strategy of the ARIs and provide relevant data and information to ERIF leadership.

Stay informed about developments within the ARIs and identify opportunities for potential collaboration and/or partnership with ERIF stakeholders.

Maintain knowledge of ERIF policies, regulations, and procedures related to the ARIs.

Disseminate and present changes in policies, regulations, and procedures to leadership of the ARIs and advise on the implementation of changes, and on the impact of these changes.

Work closely with leadership of the ARIs to conduct internal reviews and assess compliance against the ERIF's terms and conditions, and recommend corrective actions as needed.

Provide back-up administrative and management support during ARIs team member absences, as needed.

Perform other duties as assigned, including key activities needed to deliver on the purpose of this role.

Background, Skills & Qualifications

Knowledge, Skills and Experience

At least 7 years of professional experience in operations or program management in a higher education, funding agency and/or research-related environment.

Strong leadership, strategic planning, organization, time management, analytical, and critical thinking skills with the ability to identify and solve problems, make decisions, and implement changes.

Ability to work independently using own initiative, handle multiple, complex tasks, and prioritize ongoing and new work assignments and deliver high quality work against tight deadlines.

Ability to work collaboratively and foster a cooperative work environment with multisectoral and multicultural researchers and end-users, colleagues, and others at all

levels who are engaged in world-class research.

Experience of working in a liaison role in an R&I environment is highly desired.

Experience of working in an international and multisectoral environment is highly desired.

An orientation toward self-starting, proactive anticipation of team needs, and creative problem solving.

Presentation skills including experience presenting to senior leadership.

Strong verbal and written communication skills in English.

Qualifications

Bachelor's degree from a recognized university in research administration or business administration, or a professional qualification of equivalent standing.

Master's degree or post-graduate qualifications preferred.

COMMUNICATION - MAIN STAKEHOLDERS

Internal

External

ERIF

ERI Operations

NEOM U and Talent Academy

NEOM sectors, regions, and companies

KSA and international R&I community

KSA and international government agencies

KSA and international companies

VERSION TRACKING

Version

1.1

Prepared by

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Date: March 14th, 2024

First Review by

Date:

Second Review by

Date:

Evaluation

Date:

Approved by

Name (Title)

Signature

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