

Terms of Reference for Assistant Research Officer

Research and Development

1. Assist in coordination of meetings and consultative workshops to review and formulate research policies at the college level;
2. Assist in coordinating activities related to research, dissemination and documentation in the Colleges;
3. Assist in management and administration of higher degree research as required by the Research Degree Framework;
4. Assist in implementing activities that foster collaborative research and services with relevant external partners;
5. Assist in the financing of specific research projects as per the directive of CRCs and policies;
6. Assist in an activity that leads to development of research capacity in the college;
7. Assist in organizing national and international conferences/seminars;
8. Assist in preparing report to the CAC, CRC for onward submission to the RIC on all matters related to research in the college, including the programmes and activities of the research centres;
9. Provide administrative support to the College Projects (eg. EU Projects etc.); and
10. Carry out any task as may be assigned from time to time (multitasking).