

RUMC Careers



Impressive
Salary Package



Conducive Working
Environment



Excellent Annual
Leave



Group Hospitalisation
& Medical Insurance

RCSI & UCD Malaysia Campus (RUMC) is an Irish Medical University in Malaysia, established in the year 1996. The University has excellent access to outstanding clinical facilities including Penang General Hospital. RUMC received Foreign University Branch Campus status in 2018. Join us and be a part of our growing and dynamic team.

SENIOR RESEARCH OFFICER

Research drives new knowledge, shapes the future, and improves human health and patient care. At RUMC Penang, we put strong emphasis on scientific research with one of the university's highest priorities being to strengthen research culture among faculty members. There is an established research committee (RUMC Research Committee; RRC) led by the Vice Dean of Research with strong support from the Head of Clinical Research Centre at Penang Hospital and external research advisors from the parent universities, RCSI and UCD, Ireland.

RRC develops research strategy, advocates a dynamic culture of research excellence, promotes good research practice, and oversees all research activities including its implementation at RUMC. In order to drive and enhance research, a 10-point strategy has recently been developed and one of the strategic plans is to hire a highly motivated **full-time SENIOR RESEARCH OFFICER (SRO)** at RUMC to drive research output and increase research visibility. Among others, the SRO is expected to strategize quality research proposals for grants, identify grant opportunities, foster innovation and collaboration in research projects, and assist in scholarly editorial and post-award research implementation.

The Senior Research Officer oversees the day-to-day running of the Research Office, performs a variety of coordination and administrative duties, and is responsible for the delivery, development, and standards of research at RUMC.

Job Requirements

- Candidate must possess a PhD in the Education/Research field or equivalent.
- Minimum of 3 to 5 years of working experience in a similar position.
- High level of numeracy with the ability to analyse and interpret financial and statistical data, including experience in managing budgets and costing projects or activities.

Further details on the Job Description are available at www.rcsiucd.edu.my/careers.

Please submit your CV with complete contact details and contact details of three (3) referees to:

The Human Resource Department
RCSI & UCD Malaysia Campus (RUMC) MOHE DULNOIO (P)
4, Jalan Sepoy Lines, 10450 Georgetown, Penang, Malaysia.
T: +604 217 1999 T: +604 228 7272 E: hr@rcsiucd.edu.my



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Instagram



JOB DESCRIPTION (JD)

DEPARTMENT	RESEARCH OFFICE
POSITION	SENIOR RESEARCH OFFICER
REPORTING TO	VICE DEAN OF RESEARCH

POSITION SUMMARY:

The Senior Research Officer oversees the day-to-day running of the Research Office, performs a variety of coordination and administrative duties, and is responsible for the delivery, development and standards of research at RUMC.

DUTIES AND RESPONSIBILITIES:

The employee will at all times, observe and carry out faithfully and conscientiously all duties and responsibilities that are assigned by the Line Manager, and observe all discretion with regard to the information acquired during the service employment with the Company, and thereafter if the employee leaves its service.

Job Responsibilities:

1. Act as the primary contact for the research team for any questions and concerns.
2. Ensure that research deliverables meet quality standards and RUMC requirements. Review and strategize research proposals, timelines, budgets, and study designs to determine feasibility.
3. Reviewing research findings and analysis to ensure that they are accurate and valid
4. Assist in the maintenance of research databases (repository, successful grants award).
5. Coordinate with management in budget preparation and expense control activities.
6. Review and create financial budget research reports
7. Analyse and resolve research issues in a timely and accurate manner.
8. Develop research work plans according to project needs.
9. Identify grant opportunities and maintain a grant database that aligns with RUMC’s faculties.
10. Identify potential grantees and build strong relationships with them.
11. Develop grant proposals and assist in grant completion and submission processes.
12. Provide post-grant award support including monitoring of grant budgets and editorial assistance.
13. Perform day-to-day supervision of research staffs/research office for assigned projects.
14. To discharge any other duties, responsibilities and assignments for the benefit of RUMC from time to time not specifically mentioned here as directed by the Management.

JOB REQUIREMENTS

- Candidate must possess a PhD in the Education/Research field or equivalent.
- Minimum of 3 to 5 years of working experience in a similar position.
- Strong organizational skills and demonstrates ability to meet deadlines and targets.
- High level of numeracy with the ability to analyse and interpret financial and statistical data, including experience in managing budgets and costing projects or activities.
- Excellent interpersonal skills with the ability to interact appropriately with a range of internal and external stakeholders.
- Excellent presentation, communication, and interpersonal skills.
- Ability to withhold confidential information within the Department.
- Mature with excellent spoken and written English.
- Good working knowledge of Microsoft Office and EndNote applications.

DEADLINE OF APPLICATION: 15 October 2023