



## VACANT POSITION

**Jobs Plus permit number 127/2019**

### **Senior Manager Research and Development**

**Contract:** Definite – 36 months

**Hours of Work:** Minimum 40 Hours per week

**Qualifications:**

- A first degree at MQF Level 6 with a minimum of 180 ECTS **and** a Master degree at MQF Level 7 with a minimum of 90 ECTS.
- Fluent in both Maltese and English.
- Digitally literate.

**Experience:**

- A minimum three (3) years working experience in a related area;
- Experience in the field of research, computing and statistics.
- A thoroughgoing knowledge of research of educational institutions;
- A thoroughgoing knowledge of educational legislation and policy;
- Knowledge of regulations, structures and practices of an educational institution.

**Salary:** €27,536 with annual increments of €641 and performance bonus of up to 10%, €1000 expense allowance, €2500 car allowance and €1000 communication allowance.

**Job Description:**

The Senior Manager Research and Development is expected to:

- a. Assist in the coordination and preparation of the Institute's Annual Financial Estimates and conduct preliminary analysis of estimate proposals while assisting in the setting of the strategic direction and the administration of the Institute's budget;
- b. Lead the Research and Development Unit, and collaborate with management team in designing and developing research projects which contribute to the education sector and/or the services provided by the Institute;

- c. Identify and initiate modifications in standard procedures concerning the general goals of a project; select approaches in developing, testing, and evaluating new methods;
- d. Lead research projects and seek funding for projects from external and internal sources.
- e. Be a point of contact for international projects and liaise with international partners and/or agencies for all requirements of the effective and efficient implementation of the project including but limited to:
  - (i) organising meetings and co-ordinating work related to the implementation of intellectual outputs;
  - (ii) assisting in the project procurement procedures and contractual obligations;
  - (iii) ensuring that awarded projects are implemented in line with project regulations;
  - (iv) ensuring adherence to public procurement regulations, publicity requirements, reporting requirements and any other regulations of relevance to the project;
- f. Effectively communicate training /project's deliverables in a timely and clear fashion and track project milestones and deliverables of the project as well as oversee quality control throughout the project life-cycle; drafting and delivering progress reports, and any required documentation on the commitment of expenditures and performance of project;
- g. Manage research studies, including site identification, active and secondary data collection and analysis, and liaising with internal stakeholders, third party research organizations and district contacts to oversee research projects from conception to completion;
- h. Performing duties related to the overseeing of the compilation of data including codification, reliability and quality analysis and data quality improvement;
- i. Show initiative in identifying new sources of information, as they become necessary and/or available;
- j. Undertake research within a controlled environment or in the field;
- k. Monitor and follow up on completed research to provide analyses of the outcomes and its contribution towards the education sector and its services;
- l. Act as liaison with government departments/ministries to collate effective research areas that are required by the Institute for Education which would improve performance, services and the wider education sector;
- m. Respond rapidly to field requests, including national and Institute-level request for proposals (RFPs), customer queries, and other requests as needed;
- n. Lead pilot projects/feasibility studies, if required, record and present findings;
- o. Devise and implement work practices that enable an open and accessible approach to facilitate research information requests;
- p. Manage and coordinate and vetting the production, presentation, evaluation and dissemination of research reports;

- q. Present ongoing work and findings to colleagues and peers at conferences and/or published articles;
- r. Maintain records and accounts of research studies carried out by the Institute;
- s. Travel abroad on official business as may be required;
- t. Actively participate in regular senior management team meetings chaired by the Chief Executive Officer;
- u. Maintain contact with the Chief Executive Officer by giving regular updates on the activities of national and international projects, and advise the Chief Executive Officer on any matter they may refer to him/her or on any matter which he/she considers necessary or expedient;
- v. Carry out other duties as may be determined from time to time by the Chief Executive Officer, or delegate.

**Interested applicants are requested to submit a *Europass Curriculum Vitae* and scanned copies of their qualifications by not later than noon of Wednesday, 20<sup>th</sup> March 2019 via email on [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt).**