

## Registrar (Planning Research and Innovation) -Grade XV at Masinde Muliro University of Science & Technology (MMUST)

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### Job Description

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MMUST holds the view that science and technology is an indispensable tool in harnessing resources of nature for sustainable development and creating an environment in which human beings can survive and realize their potential. Thus, the human person has the moral obligation to creatively improve the environment. This can be achieved through a well-conceptualized educational, scientific and technological package through which every human being must rightfully experience and acquire the tools to facilitate this mission.

**REF: AD/06/07/23**

### Job Purpose

Reporting to the Deputy Vice Chancellor in charge of Planning, Research and Innovation, the Registrar ( Planning, Research and Innovation) shall be responsible for the Planning, Research and Innovation functions in the University.

### Responsibilities

The Registrar (Planning, Research and Innovation) responsibilities shall include:-

Participating in the development of the University's master plan so as to offer guidance towards achievement of the University's strategic plan.

Participating in the periodic review of divisional policies so as to enforce continuous improvement in service delivery within the division.

Coordinating the development of annual budgets for the various divisional departments for use in managing funds allocated to each of the departments.

Coordinating the functions of the various departments under the division continually to ensure compliance to the set policies and alignment of departmental activities towards achievement of targets.

Coordinating the promotion and facilitation of leading-edge research, including collaborative and interdisciplinary research in line with the university and national research agenda;

Building and providing sufficient support for a community of innovative researchers to enhance research capacity at the University and to increase internal and external research opportunities for faculty, post-doctoral fellows, and graduate students;

Developing, activating and managing research networks between MMUST staff and researchers and other research centres / institutes / partners, in public and private sectors, locally, nationally and internationally;

Acting as the link between the University and the community with respect to research initiatives of mutual benefit;

Developing and coordinating mutually beneficial linkages with industry in order to forge robust partnerships and collaborative research and innovations;

Coordinating outreach activities and technology transfer;

Coordinating the development of linkages with appropriate academic departments and units and adding value to line departments;

Designing, Preparing, documenting, coordinating and implementing resource mobilization work plan;

Leading and guiding in the identification of funding opportunities and engaging the funding agencies such as the private sectors entities, individuals and corporate agencies, through proposal writing and other statutory means;

Coordinating the approval of agreements in connection with funding opportunities and

ensuring effective and timely follow-up in terms of submission of reports to the donors and grant renewal proposals;

Sourcing information on donor policies and priorities, and subsequently, update donor profiles;

Conducting of staff appraisals within the department;

Providing secretariat services to the Division's main committees on a regular basis and ensuring proper documentation of all deliberations;and

Any other duties assigned from time to time by the Deputy Vice Chancellor (Planning, Research and Innovation)

### **Job Specifications**

#### **Minimum requirements:-**

Ph.D Degree with 12 years working experience, three of which as Deputy Registrar(Planning, Research and Innovation) Grade14 or Senior Management Position in an accredited University or its equivalent;

Must be registered with relevant professional body and in good standing (where applicable); and

Proficiency in relevant computer applications.

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