

Assistant to Vice President for Policies, Research and Development (VPPRD)

PURPOSE:

The Assistant to Vice President for PRD is responsible for the organization of all files and documents and serves as the point of contact for research projects and the policy development process. Provide guidance and response to requests in the absence of the VPPRD in matters not requiring executive disposition.

RESPONSIBILITIES

- Designing research projects and writing up the results;
- Working in conjunction with UC Graduate Program Division, Colleges, and other related bodies to come up with research plans;
- Organize and maintain documents and files properly;
- Maintain records of decisions on research and policies;
- Public relations;
- Take the minutes of VPPRD meetings; and
- Perform other related duties as required.

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Must possess or be working towards a **Master's degree** in the sciences, development studies, history, anthropology; or other relevant field, and have two-years of working experience related to research, publication, and/or drafting policies.
- Reasonable knowledge of statistics;
- Knowledge on office assistant;
- Maintain a high level of accuracy confidentiality concerning file and other confidential documents and information;
- Experience in designing research projects and writing up the results;
- Be professional: able to work independently and to network, whilst having integrity and loyalty;
- Excellent interpersonal skills and honest;
- Team building skills;
- Effective written and verbal communications skills;
- Possess strong personal and organizational skills with little instruction;
- Time management and organizational skills;
- Good command of the English language;

PERSONAL ATTRIBUTES

- Highly responsible;
- Adherence to strict confidentiality standards;
- Be respectful, honest and trustworthy;
- Be flexible, highly motivate and creative;
- Demonstrate sound work ethics;
- Be dedicated to the mission of the university.