

Job Description – NUMed Malaysia Sdn Bhd

RESEARCH ADMINISTRATOR **NUMed Malaysia**

Main Purpose

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The Research Administrator is a key role within the Research Management Centre (RMC), responsible for managing and coordinating research-related administrative processes, ensuring compliance with the Ministry of Higher Education (MOHE), MyRA (Malaysia Research Assessment), Malaysia Greater Research Network System (MyGRANTS), National Pharmacy Control Bureau (NPCB), National Medical Research Register (NMRR), Ministry of Health (MOH) and other regulatory requirements. This position serves as the primary liaison between NUMed and the above-said regulatory bodies, overseeing research performance tracking, funding applications, and regulatory engagements.

Additionally, the Research Administrator is responsible for managing RMC activities, ensuring smooth research operations, policy implementation, and faculty support in research development initiatives. This person will also work closely with Newcastle University, UK (Main Campus) to update research activities and outputs that contribute to QS rankings and to ensure that all procedures at NUMed are aligned with the main campus.

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Main Duties and Responsibilities

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1. MyRA Assessment & Research Performance Monitoring
 - Manage and oversee the MyRA assessment process, ensuring accurate data collection and timely submission to MOHE.
 - Coordinate with faculty and research units to compile and verify institutional research performance data.
 - Ensure compliance with MOHE regulations and stay updated on evolving MyRA assessment criteria.
 - Liaise with MOHE officials for guidance, clarification, and reporting of research performance metrics.
2. Research Funding & MyGRANTS System Management
 - Oversee the MyGRANTS system, ensuring faculty profiles are up to date and eligible for Malaysia Government research funding.
 - Guide faculty on grant application processes, ensuring compliance with government funding policies.

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- Monitor and track research funding opportunities, providing administrative support for faculty applications.
 - Serve as the official point of contact for MyGRANTS-related communications with MOHE and funding agencies.
3. Regulatory Compliance & Government Liaison
- Act as the primary liaison between the institution and MOHE, MyRA, NPCB, MOH, and other regulatory bodies for related research activities.
 - Ensure the institution adheres to all research compliance policies and regulatory requirements.
 - Facilitate audits and reporting related to government-funded research projects.
 - Represent the institution in meetings, workshops, and engagements with government officials.
4. Management of RMC Activities & Operations
- Oversee the day-to-day operations of the Research Management Centre (RMC) to ensure smooth administration of research processes.
 - Develop and implement research policies, procedures, and best practices to enhance institutional research management.
 - Coordinate with internal departments such as Finance, Legal, and Academic Affairs to align research-related administrative functions.
 - Organize faculty training sessions and workshops on research administration, grant applications, and MyRA compliance.
 - Support institutional research strategies by analysing trends, identifying gaps, and proposing improvements for research development.
5. Research Data Management & Institutional Rankings
- Maintain and update research databases to track research grants, publications, collaborations, and institutional research output.
 - Generate reports on research performance, supporting MyRA ratings and QS rankings improvement.
 - Work closely with Newcastle University, UK (Main Campus) to ensure NUMed's research activities and outputs are reflected in the main campus's overall QS rankings.
 - Ensure research procedures at NUMed are aligned with Newcastle University's research policies and contribute to the university's global research reputation
6. Internal Coordination and Faculty & Student Support
- Work closely with faculty members and students to provide administrative guidance on research funding and compliance.
 - Organise training sessions and workshops on MyGRANTS usage, research funding applications, and MyRA assessment criteria.
 - Collaborate with internal departments (Finance, Legal, and Academic Affairs) to ensure seamless research administration.

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Person Specification

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| | Qualifications | Essential or Desirable (E or D) |
|---|---|--|
| 1 | Bachelor's degree (or equivalent) in a relevant science subject | E |
| | Knowledge, Skills and Experience | |
| 1 | Experience of working in teaching and learning environment in higher education | D |
| 2 | Thorough knowledge of the University policies, procedures and regulations | D |
| 3 | Ability to assess and analyse problems, suggest solutions, make informed decisions, be responsible, innovative, use initiative and work independently | E |
| 4 | Excellent communications skills in Bahasa Melayu and English and ability to manage conflicting priorities | E |
| 5 | Ability to Work well in a team and develop effective relationships with a wide range of colleagues | D |
| 6 | Be pro-active, excellent organizational skills | D |
| 7 | Excellent IT skills using Microsoft Word, Excel, PowerPoint, Teams, Zoom, Outlook and ability to type. | E |
| 8 | Experience of managing and organizing complex meetings | D |
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| | PLANNING AND ORGANISING | |
| 1 | Effective at independent working | E |
| 2 | Effective at monitoring and controlling work flow of teams | D |
| 3 | Effective at working under pressure and to deadlines | D |
| 4 | Maintains flexibility to allow for changing circumstances | D |
| 5 | Plans workload and tasks in a systematic way | E |
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| | TEAMWORKING | |
| 1 | Respects the expertise of others | E |
| 2 | Shares relevant and useful information with others | D |
| 3 | Keep other team members up to date with progress | E |
| 4 | Willing. To share and help others with workloads | D |
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| | DELIVERING SERVICES | |
| 1 | High energy and commitment to delivery of excellence | E |
| 2 | Understands team needs and outputs | D |

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| 3 | Strives to deliver high quality results | D |
| 4 | Looks for ways to make immediate improvements | D |
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| | GATHERING INFORMATION | |
| 1 | Is thorough at investigating issues | E |
| 2 | Gathers relevant information and facts | D |
| 3 | Keeps up to date with University issues | D |
| 4 | Pieces together information to identify trends | D |
| 5 | Eye for detail, spotting errors and accuracy of information | E |

HR Office Use Only

SAP Position Number:

Grade:

Effective Date:

17/02/2025