

Job Description – Research Coordinator

Department: Research & Employability

Location: CCL Peshawar Office, KPITB, CECOS Industrial Liaison, Industrial Estate Road, Hayatabad.

Work Days: Monday to Friday (Onsite)

Timings:

For Female: 9:30 AM to 6:00 PM

For Male: 11:30 AM to 8:00 PM

Position Summary

To support research administration, policy review, conference coordination, committee communication, and institutional audit activities, ensuring accurate documentation and timely completion of departmental tasks.

Research Administration

- Manage research documentation, records, databases, and departmental tracking sheets.
- Prepare reports, meeting agendas, minutes, and official correspondence.
- Monitor deadlines and follow up on pending tasks.

Research Policy and Compliance

- Review existing research policies and strategies and suggest improvements.
- Support policy reviews informed by relevant UKRI guidance and due diligence protocols.
- Maintain documentation for research governance and compliance activities.

Conference and Abstract Coordination

- Coordinate research conference abstract submissions, reviews, revisions, and feedback.
- Liaise with authors and the Research Scientific Committee throughout the review process.
- Maintain records of submissions, authors' details, feedback, and review progress.
- Assist with conference planning, scheduling, and organizing committee activities.

Committee and Stakeholder Coordination

- Coordinate communication between researchers, academic staff, and committee members.
- Record meeting minutes, decisions, and follow-up actions.
- Schedule meetings and follow up with stakeholders on outstanding tasks.

Audit and Quality Assurance Support

- Assist with CECOS College London admission audits through documentation checks and record verification.
- Organize supporting evidence for audits, internal reviews, and quality assurance activities.
- Identify missing documentation and coordinate follow-ups with relevant departments.

General Responsibilities

- Support research projects, departmental initiatives, and institutional reporting.
- Maintain confidentiality and ensure the accuracy of research records.
- Perform other relevant duties assigned by the reporting manager.

Required Qualifications & Experience

- Bachelor's degree in Research, Social Sciences, Business Administration, Education, or a related field.
- 2–3 years of relevant professional experience in research administration, academic coordination, conference management, or a related role.

Required Skills & Competencies

- Strong communication, coordination, and stakeholder management skills.
- Excellent organizational abilities, attention to detail, and time management.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Ability to maintain accurate research records, databases, tracking sheets, and documentation.
- Effective coordination of research conferences, abstract submissions, reviews, and committee activities.
- Timely preparation of reports, meeting minutes, and official correspondence.
- Ability to manage multiple tasks, meet deadlines, and follow up on pending activities.
- Competence in supporting research policy reviews, audit documentation, and quality assurance activities.
- Professionalism, confidentiality, and accountability in handling institutional information.

CECOS College London is an equal opportunity employer and is committed to providing fair and equal opportunities to all qualified candidates

Consult will endeavor to contact shortlisted candidates within 14 days of the application deadline. If you do not receive any communication within this period, please consider your application unsuccessful on this occasion.

