

Job Description

Research Programme Officer

Job Purpose

To lead the day-to-day operational management and coordination of the CIRCLE (Co-creating Inclusive Research Culture and Leadership Environments) project, ensuring activities are delivered on time, within budget and in accordance with the agreed project workplan. The post holder will coordinate project operations across the University of Glasgow and the University of the Punjab, supporting project governance, stakeholder engagement, communications, events, financial administration and reporting while ensuring the smooth delivery of all project activities.

Working collaboratively with the project teams, the post holder will act as the central coordination point for project delivery, supporting effective communication, monitoring progress against milestones and maintaining high standards of project management and administration.

About the Project

CIRCLE (Co-creating Inclusive Research Culture and Leadership Environments) is a collaborative project between the University of Glasgow (UK) and the University of the Punjab (Pakistan), funded through the Glasgow Centre for International Development (GCID). The project aims to strengthen research culture through evidence-informed institutional development, inclusive leadership, recognition of hidden research contributions, researcher engagement and organisational development.

Job Details

Job Title: Research Programme Officer

Location: University of the Punjab, Lahore, Pakistan

Contract Type: Fixed-term project appointment

Duration: October 2026 – July 2027 (10 months)

Salary: PKR 100,000–120,000 per month

Last Date To Apply: August 12, 2026 to:

circle.project@pu.edu.pk/info.dm@pu.edu.pk **Reporting to:** Project Leads

Working closely with:

- Senior Research Culture and Leadership Specialist
- Strategic Advisory Group
- Senior University Stakeholders

Main Duties and Responsibilities

The post holder will:

1. Lead the day-to-day coordination and operational delivery of the CIRCLE project, ensuring activities are delivered according to agreed timelines, budgets and project milestones.
2. Develop and maintain detailed project workplans, implementation schedules, risk registers, action trackers and progress monitoring systems.
3. Coordinate communication between the University of Glasgow, the University of the Punjab and other project partners, ensuring timely information sharing and effective collaboration.
4. Organise project meetings, workshops, focus groups, consultation events, knowledge exchange visits and dissemination activities, including venue booking, logistics, participant registration and travel arrangements.
5. Coordinate project communications, including newsletters, website updates, social media content, promotional materials and project branding.

6. Maintain accurate project records, documentation and filing systems, ensuring all documentation is complete, accessible and compliant with project governance requirements.
7. Coordinate research participant recruitment and stakeholder engagement activities, maintaining stakeholder databases and communication records.
8. Support ethics processes by coordinating documentation, participant communications, consent management and research governance requirements.
9. Monitor project progress against agreed deliverables and prepare regular progress updates, briefing papers and reports for the project leadership team and funder.
10. Identify operational risks and implementation challenges and work proactively with the project team to develop practical solutions.
11. Support dissemination activities, including conferences, workshops, institutional events and production of project outputs.
12. Contribute to project evaluation, impact monitoring and sustainability planning throughout the project lifecycle.

Knowledge, Qualifications, Skills and Experience

Essential

Qualifications

- Master's degree in project management, higher education, business administration, social sciences, or another relevant discipline. A PhD is

desirable but not essential. Equivalent professional experience will also be considered.

Knowledge

- Good understanding of project management principles and practices.
- Understanding of higher education environments and institutional administration.
- Knowledge of stakeholder engagement and event management.
- Understanding of financial administration and project reporting processes.
- Awareness of equality, diversity and inclusion principles.

Experience

- Experience coordinating complex projects involving multiple stakeholders.
- Experience organising workshops, meetings, conferences or consultation activities.
- Experience supporting project planning, implementation and monitoring.
- Experience managing competing priorities and delivering work to agreed deadlines.
- Experience maintaining project documentation, records and reporting systems.
- Experience supporting financial administration, procurement or budget monitoring.
- Experience working with senior university leaders and external stakeholders.
- Experience coordinating communications across multiple organisations or teams.

Skills

- Excellent organisational and time management skills.
- Strong project planning and coordination skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills with the ability to build effective working relationships across institutions.
- Strong administrative skills with excellent attention to detail.
- Excellent IT skills, including Microsoft Office and online collaboration platforms.
- Ability to work independently while contributing effectively to multidisciplinary teams.
- Ability to manage multiple activities simultaneously in a fast-paced environment.
- Demonstrated commitment to professional, ethical and inclusive working practices.

Desirable

- Experience working on UK-funded, international or donor-funded projects.
- Experience supporting international partnerships or collaborative research projects.
- Familiarity with project management software and digital collaboration tools.
- Experience working within higher education administration or research management.
- Knowledge of the Pakistani higher education sector.

How to Apply

Interested candidates should submit the following documents:

- An up-to-date CV.
- A cover letter (maximum **1,000 words**) demonstrating their suitability for the role.

The cover letter should clearly demonstrate how the applicant meets the **essential** and, where applicable, the desirable criteria outlined above. Applicants are encouraged to provide specific examples of relevant knowledge, skills, experience and achievements that evidence their suitability for the role.

Applications should be submitted by **12 August 2026** to:

circle.project@pu.edu.pk/info.dm@pu.edu.pk

Please include "**Application – Research Programme Officer (CIRCLE Project)**" in the subject line of your email.

Informal Enquiries

For informal enquiries about the role, project or areas of responsibility, please contact: Prof. Dr. Savera Shami, Circle Project Co-Lead, University of the Punjab, Email: chairperson.dm@pu.edu.pk or Zain Ul Abidin, Circle Project Co-Lead, University of Glasgow, Zain.UlAbidin@glasgow.ac.uk.

Only shortlisted candidates will be contacted and invited for interview.