**TOR of Research and Liaison Officer**

**College of Natural Resources**

**Lobesa**

**Research Officer**

Research and Development in Colleges

* Implement research policies at the college based on overall University research policy and college level policies;
* Carry out activities related to research, dissemination and documentation in the Colleges;
* Coordinate and monitor various project relevant to the centre;
* Develop and implement action plan of the centre and relevant projects;
* Coordinate the management and administration of degree research programs as required by the Research Degree Framework;
* Carry out activities that foster collaborative research and services with relevant external partners;
* Implement research grants based on framework developed by the College;
* Organise programmes for the development of research capacity in the College;
* Organise national and international conferences/seminars;
* Prepare plans and budget proposals for College research and innovation activities;
* Explore and facilitate access to both internal and external sources of research fund for the staff and research centre(s);
* Report to the CAC, CRC for onward submission to the RIC on all matters related to research in the college, including the programmes and activities of the research centres; and
* Carry out any task as may be assigned from time to time.

**Liaison Officer based in Colleges**

* Implement policies and strategies related to linkages with external academic institutions and industries;
* Implement plans, programmes or projects related to linkages with external organisations and academic institutions both within and outside the country related to teaching-learning, research, innovation and expert services in coordination with the OVC;
* Provide protocol services for international visitors;
* Initiate and support student exchange programmes;
* Facilitate student attachment or internship programs to the industries;
* Create and maintain database of student alumni;
* Carry out activities that create lifelong bond among alumni and connect them to the students and academics of the Institute.
* Conduct tracer study to keep track of the past graduates;
* Act as the media focal unit on behalf of the college. It involves drafting press releases, updating information on the college website, publishing of college brochures, prospectus, newsletters and annual reports;
* Implement projects related to research and consultancy in business, industry, government and international organisations and carry out accordingly;
* Organise training and development programmes (for industry, government and NGOs),; and
* Carry out any task as may be assigned from time to time.