



MCAST

Job Description

Job Title	Manager II – Project Management
Department/Institute	Applied Research & Innovation Centre
Reporting to	Director Research & Innovation
Main Objective	To manage & effectively coordinate externally funded projects, including the financial and procurement processes

1. To support Lead Researchers and Senior Research Management with the compilation of budget proposals for externally funded projects.
2. To provide advice and support on MCAST resources, costs, and expenses policies.
3. To support the draft of project budgets and distribution within the consortium in line with the external project's grant agreement.
4. To coordinate the review and distribution of project financial budgets to collaborating partners.
5. Assisting the Finance office in the processing of the supplier invoices and liaising with suppliers in relation to externally funded projects.
6. Reconciliation of the supplier statement vs the Finance system, reconciliation of suppliers as required.
7. Reconciliation of regular and updated budget reports in line with grant agreements and exigencies of MCAST and externally funding bodies.
8. Preparation and collating of information and documentation for external audits.
9. Liaise with auditors on periodic project reviews as dictated by MCAST or National/ International/ European commissions.
10. Approval of financial data and reports for submission to funding regulatory bodies.

- 11.To perform standard office procedures, including processing mail, answering phone calls, typing, and filing.
- 12.To be responsible for the Financial Filing system of different externally funded projects.
- 13.Processing and updating of staff-related claims within externally funded projects.
- 14.To administer and coordinate the public procurement cycle, including the preparation of tender documents, quotations, and contracts for externally funded projects, and form part of the evaluation committee as may be deemed required;
- 15.To ensure that the purchasing policies established by MCAST are strictly abided by when dealing with suppliers and that all procurement for externally funded projects is undertaken in accordance with College policy, procurement legislation, and national / EU regulations;
- 16.To manage the necessary processes for the publication of the calls for tenders and other procurement issues such as expressions of interest, contract terms, and contract specifications;
- 17.To maintain up-to-date knowledge of good practice and legislative developments in procurement;
- 18.Effect detailed compilation, vetting of procurement documents for suppliers, services, and works tenders;
- 19.Operating the Electronic Public Procurement System (EPPS) and other electronic systems available for supporting procurement procedures;
- 20.Formulate, implement, and monitor the policies, protocols, and operating procedures and manuals;
- 21.Responsible for post-contract management to ensure that the supplier is adhering to the contracted obligations;
- 22.The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.