



WOMEN MEDICAL & DENTAL COLLEGE

ABBOTTABAD

Job Title Research Cell Manager

Position Title: Research Cell Manager

Department: Dental Education & Research

Institution: Women Dental College (WDC)

Location: Abbottabad, Pakistan

Reports to: Head, Department of Dental Education & Research

Employment Type: Full-time

Experience Level: Mid-level (3–5 years relevant experience)

Position Overview

The Research Cell Manager will be responsible for promoting and institutionalizing a robust research culture at Women Dental College. The role involves supporting faculty, students, and staff in developing research capacity, overseeing research ethics and governance processes, and establishing the *Journal of Women Dental College* from inception to publication. The Manager will coordinate institutional research activities under the supervision of the Head of Department of Dental Education & Research.

Job Description – Research Cell Manager:

- Promote and strengthen a culture of research across Women Dental College.
- Coordinate and support all research-related activities for faculty, students, and staff.
- Ensure effective functioning of the Research Guidance Committee and the Research Ethics Committee/Institutional Review Board.
- Assist researchers in proposal development, ethical approvals, data analysis, and publication processes.
- Lead the establishment and management of the *Journal of Women Dental College*, including editorial planning and publication.
- Organize workshops, seminars, and training sessions to build research capacity among faculty and students.
- Develop and maintain a comprehensive database of institutional research projects and outputs.
- Prepare periodic reports on research activities, ethics compliance, and academic publications.
- Facilitate collaboration among departments and external partners to enhance research visibility and impact.
- Ensure all research activities adhere to institutional policies and ethical standards.
- Contribute to the strategic planning and continuous improvement of the college's research environment.

- Perform other research-related duties as assigned by the Head of Department.
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Key Responsibilities

- **Strategic Research Development**
 - Foster a culture of inquiry and evidence-based practice within the college.
 - Develop and implement policies and procedures that facilitate high-quality research.
 - Support and monitor the functioning of the Research Guidance Committee (RGC) and the Research Ethics Committee/Institutional Review Board (REC/IRB).
 - **Research Management and Support**
 - Guide faculty, students, and staff in proposal development, ethical approval processes, data collection, and publication.
 - Maintain a database of ongoing and completed research projects.
 - Ensure compliance with ethical standards and institutional research policies.
 - **Journal Development**
 - Lead the establishment and launch of the *Journal of Women Dental College (JWDC)*.
 - Develop editorial policies, submission guidelines, and peer review mechanisms.
 - Coordinate with editorial board members, reviewers, and authors.
 - **Capacity Building**
 - Plan and conduct workshops, seminars, and training sessions on research methodology, ethics, and publication skills.
 - Identify and support faculty and student research training opportunities nationally and internationally.
 - **Monitoring & Reporting**
 - Prepare quarterly and annual research performance reports.
 - Provide administrative support to research-related committees.
 - Assist in securing external funding or collaborations where possible.
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Qualifications and Experience

- **Education:**
 - MBBS, BDS, or a degree in Health Professions.
 - MPhil, Master's in Health Research, Medical Education, Epidemiology, or related field (required).
- **Experience:**
 - Minimum 3–5 years of experience in research management, academic publishing, or institutional research coordination.
 - Demonstrated experience in health research, proposal writing, or journal management will be preferred.
- **Skills and Competencies:**

- Strong understanding of research ethics and publication processes.
 - Excellent organizational, interpersonal, and communication skills.
 - Proficiency in MS Office, reference management tools, and data handling software.
 - Ability to multitask, meet deadlines, and work collaboratively with diverse teams.
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Salary and Benefits

- Competitive, commensurate with qualifications and experience (medium-level scale).
 - Opportunities for professional growth and participation in institutional development activities.
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Terms of Reference (TORs)

1. Develop and implement a Research Strategic Plan aligned with WDC's mission.
 2. Establish operational procedures for the Research Cell.
 3. Facilitate ethical approval processes through REC/IRB.
 4. Coordinate the work of the Research Guidance Committee and ensure timely follow-up on research projects.
 5. Lead the establishment and operationalization of the *Journal of Women Dental College*.
 6. Conduct needs assessments and design research capacity-building initiatives.
 7. Maintain records of faculty and student research output.
 8. Support internal and external communication related to research.
 9. Prepare reports for the Department Head and institutional leadership.
 10. Uphold confidentiality, academic integrity, and ethical standards in all research-related processes.
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☐ Media Advertisement

WOMEN DENTAL COLLEGE, ABBOTTABAD
(Department of Dental Education & Research)

Position Vacancy: Research Cell Manager

Women Dental College invites applications for the position of **Research Cell Manager** to lead research development and promote a scholarly culture among faculty, students, and staff. The selected candidate will also oversee the establishment of the *Journal of Women Dental College* and support the functioning of the Research Ethics and Guidance Committees.

Qualification & Experience:

- MBBS, BDS, or other Health Professions degree.
- MPhil or Master's in a relevant research-related discipline.
- 3–5 years of experience in research management, academic publishing, or health research coordination.
- Preference will be given to candidates with a strong record of research publications in peer-reviewed journals.

Key Responsibilities:

- Foster a strong research culture in WDC.
- Manage research activities, ethics, and publications.
- Develop and launch the *Journal of Women Dental College*.
- Build research capacity through training and mentorship programs.

Employment Type: Full-time

Salary: Commensurate with qualifications and experience