

NILE UNIVERSITY

NU is the first research, Non Profit “Ahleya” university in Egypt . It was inaugurated in 2007 as a world-class, internationally recognized education and research University.

Nile University is seeking to hire:

Manager - Grants Office

The Successful candidate would:

- Provide leadership and direction related to all funded projects/Programs from national and international sponsors. This will include: progress of accepted funds, assist in the budget development process, budget analysis, proper documentations (technical reports, proposals, and related templates), follow-up professionally with the Grant-Principal investigator (PI).
- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement process.
- Help the professors to apply on new proposals with related details and templates.
- Coordinate and work collaboratively with other departments related to grants.

To Apply:

- Bachelor’s Degree in accounting or finance is a plus
- Previous experience in grants financial management, finance, accounting, and/or auditing.
- Experience in an educational setting preferred, but not required.
- Proficient in the use of financial management software is required to include spreadsheets and databases.
- Ability to interpret complex grant funding requirements, submissions, and budget projections; ability to interpret government laws and regulations regarding grant administration;

Applicants send their CV on Careers@nu.edu.eg and please put in the subject job title (Grants Manager)

For More information

www.nu.edu.eg/careers

