



CANADIAN LEADERS IN INTERNATIONAL CONSULTING INC.

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## Job Description

**Position** : Health and Medical Grants Management Expert  
**Location** : Riyadh, Kingdom of Saudi Arabia  
**Project** : Strategic Planning and Change Management of the KSA National Institute of Health  
**Reports to** : Program Director  
**Starting Date** : Immediately; can start remotely until visa and travel arrangements are finalized  
**Contract period:** 2 years

### Nature & Scope

Canadian Leaders in International Consulting Inc. (CLIC) is looking for a health research and grant fund management expert/consultant for its new project in Kingdom of Saudi Arabia (KSA). The contract is with the KSA National Institute of Health (NIH), a three-year-old institution that was established in line with the Kingdom's Vision 2030 to oversee and grow the health and medical research capabilities of KSA's health and medical sector.

CLIC with its partner AARC are looking to identify a technical team leader who has worked in a similar institution and is able to provide specific advisory services in support of the 2-year Change Management Process that is being implemented by the partners. The NIH Project has three specific strategic outcomes:

- SO1: Develop the NIH's Strategic Plan in line with the country's Vision 2030;
- SO2: Develop the Grants Fund Strategic Plan and the monitoring and evaluation systems and processes;
- SO3: Develop a research learning and training program

This is a full-time position in Riyadh, KSA. The consultant will work with a team of consultants implementing a 2-year project focused on the delivery of the three Strategic Objectives.

### Main Duties & Responsibilities

The expert will work closely with a team of consultants to:

- Develop the NIH's strategic plan, the executive plan, and related performance indicators.
- Develop the strategic plan for NIH's grant programs that are aligned with the national health priorities.



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- Design NIH's grant funds for health and clinical research and develop strategic plans and executive procedures for the management of grant programs.
- Develop an integrated development plan for the budgets of grant programs, methods of financing them, and assessment of associated risks.
- Set a financial management system to track grant funds and monitor expenses; develop mechanisms for financial reporting and auditing.
- Develop the technical support strategy for NIH's grant programs.
- Conduct research on the basic features and needs of existing initiatives and projects to develop research capabilities by partners.
- Assess the current status of strategies with partners in research capacity development and identify strengths, weaknesses, threats, and opportunities with gap analysis.
- Conduct research on NIH's priorities in the field of development and capacity building, collecting proposals for research capacity development, and clarifying the needs of researchers and health practitioners.
- Develop a strategic plan for integrated training tools and programs that include the executive and advertising plan.

### Required Education and Experience:

#### **Education**

Bachelor's degree in healthcare administration, public health, or any related discipline

#### **Experience**

- Experience in the design of grant funds for research at a national level with institutions such as the US National Institute of Health (NIH), the Canadian Institute of Health Research (NIHR), the UK National Health and Care Research Institute (NHCRI);
- Experience in identifying and partnering with funding agencies such as the pharmaceuticals, foundations, military, etc.;
- Experience in managing grant funds for clinical research and health research, for individual and institutions;
- Experience in the evaluation of research plans and funding requests, having served on the board of research evaluation bodies;
- Experience in evaluating research results;
- Design and implementation of research monitoring and evaluation systems;
- Experience in the management of health research institutions;
- Experience in developing strategic plans and policies for the design and implementation of grant funds;



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- **Qualities and attributes:**
- Excellent inter-cultural communication skills
- Excellent project management skills
- Excellent organizational and time management skills
- Exceptional interpersonal skills
- Excellent written and verbal communication skills in English

**How to Apply:**

Candidates who are interested to apply for this position are requested to send their CV and cover letter to Mazen Chouaib at [mchouaib@clic-consultants.com](mailto:mchouaib@clic-consultants.com) by May 27.

Only shortlisted candidates will be contacted.