

RESEARCH CENTER MANAGER

for

*CPU Research Center for Product Development,
CPU Technology Business Center, and
Center Intellectual Property Office*

Department : College of Agriculture, Resources, and Environmental Sciences
Location : CPU Research and Business Center
Reports to : Project Leader of CPU Research and Business Centers
Rank/Salary Grade :

I. OVERALL RESPONSIBILITY

Responsible for ensuring the systematic and smooth operations of the CPU Research Center for Product Development, CPU Technology Business Center, and Center Intellectual Property Office.

II. DUTIES AND RESPONSIBILITIES

1. Responsible for the operations of the CPU Technology Business Center, where the commercialization of the developed technologies is showcased and marketed.
2. Oversee the operations of the CPU Research Center for Product Development and coordinate with the in charge of the procurement of supplies, recordkeeping, maintenance, and other related processes.
3. Oversee the overall operation of the CPU Laboratory Feed Mill, Phyto-Products Processing, and commercialization of dressed and processed native chickens.
4. Responsible for sourcing, acquiring, and paying for feedstuff for feed milling, feed additive preparation, and phyto-products processing.
5. Device records for feed mill operations for In-Farms, External-Farms, and walk-in buyers.
6. Finding the markets of the center products.
7. Coordinate with the Manager of the CPU Research and Outreach Centers for Philippine Native Chicken regarding the performances of native chickens given CPU-developed products and the schedule for the market of stocks from external farms.
8. In charge of the applications and processing of intellectual property rights of research-developed products and information.

III. QUALIFICATIONS REQUIRED

1. Must be a Bachelor of Science in Agriculture graduate and Registered Agriculturist.
2. Must be proficient in verbal and written English communication.
3. Must be computer literate (MS Word, Excel & Access, and other applications).
4. Must be able to handle customer relations.
5. Must possess a high level of honesty, integrity, and enthusiasm.
6. Can work under minimal supervision and pressure.
7. A mature Christian, preferably a Baptist.

IV. COMPETENCIES REQUIRED

1. Must have good clerical skills precisely a typing speed of above 40 words per minute.
2. Must have good organization skills by making daily reports of filing, organizing and updating official forms, records, and documents as well as in-going, outgoing communications, official information, and others

that are stated in the duties and responsibilities of the said position, 15-30 minutes before the end of the working hours.

3. Must have inventory skills in updating the office's needs by doing inventory reports periodically.
4. Must have time management skills and initiative to comply with the assigned tasks and basic reports required.

V. AUTHORITY

VI. WORKING RELATIONSHIPS

1. Report to the Project Leader of CPU Research and Business Center.
2. Works closely with the rest of CPU Research and Business Center personnel.

VII. WORKING CONDITIONS

1. Special tools utilized and/or machines and equipment used:
computer, telephone, photocopier, calculator, and typewriter
2. Work hours:
Five days a week, Monday-Friday or in shifting mode as required by the work, 7:30 a.m.-12:00 noon; 1:30-5:00 p.m.; 8 hours a day. He / She may be required to work overtime with the approval of proper authorities and in conformance with the overtime policy.
3. This job is performed in an office and field environment.

VIII. BASIC REPORTS REQUIRED

1. Regular Accomplishment Report and Other Required Documents

Conforme:

Name and Signature of Employee

Name and Signature of Unit Head

Date: _____

Date: _____

Approved:

HRD Director

Date approved: _____