AFRICA CENTRE OF EXCELLENCE FOR NEGLECTED TROPICAL DISEASES AD FORENSIC BIOTECHNOLOGY (ACENTDFB)

AHMADU BELLO UNIVERSITY, ZARIA

Terms of Reference for The Principal Officers

Within the framework of the Africa Centres of Excellence program of the Association of African Universities and the Nigerian Universities Commission, under the overall guidance of the Vice Chancellor and the extant regulations of Ahmadu Bello University, the technical supervision of the ACENTDFB project technical team and the direct operational supervision of the Project Coordinator, the under listed officers/units will be charged with the following responsibilities:

Centre Leader

- Coordinate and monitor all aspects of the programme and keep each participant informed of progress being made.
- Initiate the formulation of policies and ensure their implementation.
- Ensure prudent management of resources of the Centre
- Engage in additional grant-seeking through new linkages and collaborations for the sustainability of the Centre
- Represent the ACENTDFB on behalf of the University, partner institutions and funding agencies.
- Anticipate problems, and promptly device measures to overcome them.
- Liaise with the University administration in terms of staff deployment and other logistic problems
- Organize stakeholders fora, ensure publication and dissemination of Centre's activities
- Submit periodic reports to the Vice Chancellor
- Chair the technical meetings of the ACENTDFB

Deputy Centre Leader

- Assist the Centre Leader in the performance of his functions

- Performs the functions of the Centre Leader in the absence of the Centre Leader

Principal Investigators

- Develop a detailed research plan for the research area and breakdown the plan into segments to be pursued under the graduate program of the ACE
- Develop a budget for research in the area and partake in management of funds for students and collaborators in the area
- Compile a list of existing researches and researchers working in the area across the university and propose ways of linking and upgrading existing researches in support of development of the Centre of Excellence
- Recommend necessary laboratory equipment, reagents and support facilities needed for conduct of research in the area
- Provide advice to the stakeholder departments on appointments of resource persons for teaching, student supervision and guest lecturers
- Identify potential collaborators in furtherance of the mandate of Centre in the area
- Make recommendations of conference attendance and publications of research within the context of ACE program
- Prepare a quarterly progress report
- Organize relevant seminars and workshops
- Oversees day to day research activities of research programmes in the research area
- Source for additional funds or research grants

Postgraduate Coordinator

- Coordinate all activities of the students under ACENTDFB and other exigencies of the new program as directed by the HOD
- Liaise with Monitoring & Evaluation Officer of ACENTDFB on generation of relevant data and issues
- Serve as Secretary, Academic Board of ACENTDFB
- Assist the HOD on academic issues.

Teaching Coordinator

- Coordinates all the teaching/training/seminars of the students as directed by the HOD in consultation with the Centre leadership
- Prepare timetable for lectures/examinations/seminars in consultation with the resource persons as directed by HOD

Capacity Building Coordinator

- Develop workshop and training contents
- Organize workshops and short term trainings for staff and students
- Liaise with ICICT and Distance Learning Centre for uploading programmes and dissemination of knowledge
- Prepare and distribute certificates of workshops and trainings
- Organize and coordinate internships for students
- Source for additional trainings, workshops and other capacity building opportunities for students and staff
- Present periodic reports to the Centre Management Committee

Monitoring and Evaluation Officer

- Develop evaluation schedules, performance indicators and templates
- Oversee and ensure that planned activities are carried out as specified and on schedule, and in accordance with the World Bank/AAU monitoring and evaluation system
- Participate actively in programme planning process and budgeting of the organizational quality and fundraising unit
- Support partners in conducting baseline surveys
- Provide evidence based recommendations for the management of the programme
- Support ACENTDFB in developing its organizational reports to NUC, WB and AAU
- Present periodic reports to the Central Management Committee, Centre Leader/Project Coordinator, NUC and AAU/World Bank, as the case may be.

- Record, manage and preserve monitoring and evaluation data in a safe and accessible way.

Environment and Safeguard Officer

- Develop SOP and Lab safety rules and their enforcement in accordance with best laboratory practices
- Ensure the purchase of appropriate safety equipment for the Labs and personnel
- Monitor installation of safety equipment
- Organize workshops and drills on Lab safety
- Ensure safe keeping, purchase and transportation of hazardous materials
- Ensure safe disposal of hazardous materials in compliance with NESREA guidelines
- Ensure compliance of research activities with ethics of use of human and animal subjects
- Advise the Centre management on safety issues

Administrative Secretary

- Responsible for the running of the daily activities of the Secretariat
- Ensure proper documentation and custody of documents and communications regarding the Centre and its activities
- Arrange meetings and prepare minutes of meetings of ACENTDFB
- Directly answerable to the Centre Leader/Project Coordinator

Procurement Officer

- Be responsible for procurement processes for the ACENTDFB including procurement planning, implementation, management and training
- Serve as Secretary of all evaluation fund selection of consultants and suppliers within agreed processes and issue letters of awards;
- Verification of supplied items and issuance of certificates of supply or execution of bid

- Be responsible for the preparation of bid documents (inclusive technical specifications with support from relevant technical personnel of the project) for the acquisition of goods/services;
- Effectively manage all contracts and ensure that deliveries (quality/quantity/time) are in line with contract provisions;
- Make recommendations on appropriate sanctions to be applied to defaulting contractors:
- Provide assistance to financial officers on contractual disbursement
- Ensure that project management adhere to procurement procedures and guidelines;
- Ensure that procurement plans are implemented as scheduled
- Prepare and submit procurement status reports periodically and as the need arises
- Maintain comprehensive procurement unit cost database to be used in preparing a Project Cost Document and provide up to date information on all procurement already conducted;

Project Finance Officer

- Responsible for managing the accounts, reconciling bank statements with expenditures, and monitoring exchange rates
- Ensure that all financial matters are promptly and transparently dealt with.
- Process and make payments of approved expenditures
- Provide regular financial report to the Project Coordinator, Centre Leader, the Management Committee, NUC, AAU/World Bank
- Keep records of all financial transactions
- Provide financial advice to the Centre Leader and Project Coordinator

Project Auditor

- Provide oversight function on all financial matters such as vouching of contract and third party claims, auditing of Store movements and records and prepayment Audit (also known as pre-audit)
- Ensure that accounts and procurements are in accordance with stipulations.
- Provide timely and quarterly reports to the Audit Committee

- Liaise with External Auditor for the prompt auditing of the Centre's account
- Advise the Centre management on issues relating to financial management
- Review the reliability and integrity of financial and operating information and the means used to measure classify and report such information.
- Review the systems established by management to ensure compliance with policies laws regulations and controls that could have significant impact on operations.

Business Manager

The Business manager employed by the Centre is expected to discharge the following responsibilities

- Develop goals and objectives that promote growth and prosperity
- Design and implement business plans and strategies to promote the attainment of goals
- Ensure that the Centre has the adequate and suitable resources to complete its activities (including finance, personnel, material and equipment) that will give it an edge over its competitors
- Organize and coordinate Centre's operations to ensure maximum productivity of staff and students that will ensure sustainability of the Centre even after the cessation of world bank funding
- Supervise the work of employees and students so as to provide feedback and counsel to improve efficiency and effectiveness from time to time
- Maintain relationships with clients, partners, vendors and suppliers
- Gather, analyse and interpret external and internal data and write reports
- Assess overall Centre's performance against objectives quarterly and annually
- Ensure adherence to financial and legal rules and guidelines
- Participate actively in preparation of grant applications
- Represent the Centre in negotiations

Laboratory Manager

The main function of a laboratory manager is to run the laboratory, smoothly, safely and efficiently by carrying out the followings:

- Develop SOP and implement for all pieces of Lab equipment

- Develop and implement GLP for all laboratories and Lab procedures
- Plan and execute the approved activities of the laboratory, prepare and submit annual report to the management.
- Helps in the training, supervising and assessment of the laboratory scientists, technicians, and assistants as well as maintaining the staff discipline.
- Schedule a supervised proper use of laboratory facilities especially equipment by staff and students.
- in the development of laboratory strategic planning, budgeting and procurement plan.
- Oversee maintenance of the laboratory facilities by organizing their calibrations, repairs or replacement, timely ordering of consumables and conducting periodical safety assessments and drills.
- Ensure reliability, safety and confidentiality of data collected in the laboratory.
- Keep records of all transactions and research works carried out in the Lab
- Develop and maintain inventory of all Lab equipments and facilities
- Ensure safe disposal of Lab wastes
- Receive and ensure proper storage of samples for analysis and their safety

Communication Officer

- Responsible for disseminating and publicizing of the activities of the Centre
- Compilation and documenting important achievements and milestones of the Centre
- In charge of Advocacy and responding to requests on information on the Centre

Student Internship Coordinator

- Liaise with and compile list of NGOs and industrial outfits as internship placement centres for MSc and PhD students of the Center.
- Compile list of students qualified to undertake their internship training, post them for the internship training and monitor their participations whilst engaged in the internship.

- Ensure that each student who undergoes the internship training submits report of his/her internship activities at the end of the exercise.

Department of Biochemistry

- Responsible for all the academic activities of the students under the ACENTDFB including Course work, Examinations, Seminars and laboratory demonstration
- Appointment and approval of resource persons involved in the teaching of the courses under ACENTDFB in consultation with Centre Leadership
- Interfacing between Faculty/SPGS/Senate for preparation and submission of all documents for students admission, progression and graduation
- Recommending and making requests for upgrade of laboratories, facilities and equipment to be used in the Department for training of ACENTDFB students and staff development
- Preparing budget estimates for running the program as regards equipment, consumables, maintenance of laboratories and office supplies
- Chairing the Academic Board of the ACENTDFB

Centre for Biotechnology Research and Training

- Administer and manage research facilities in CBRT for use in training and research works
- Develop short course modules in the area of biotechnology and related areas for students and researchers
- Administer short course modules in the area of biotechnology in liaison with ACENTDFB
- Develop and implement research policies for the Centre
- Ensure safe disposal of research wastes