


HR191	<b>POSITION DESCRIPTION</b>	 <b>UNIVERSITY OF CAPE TOWN</b> IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
-------	-----------------------------	--

#### NOTES

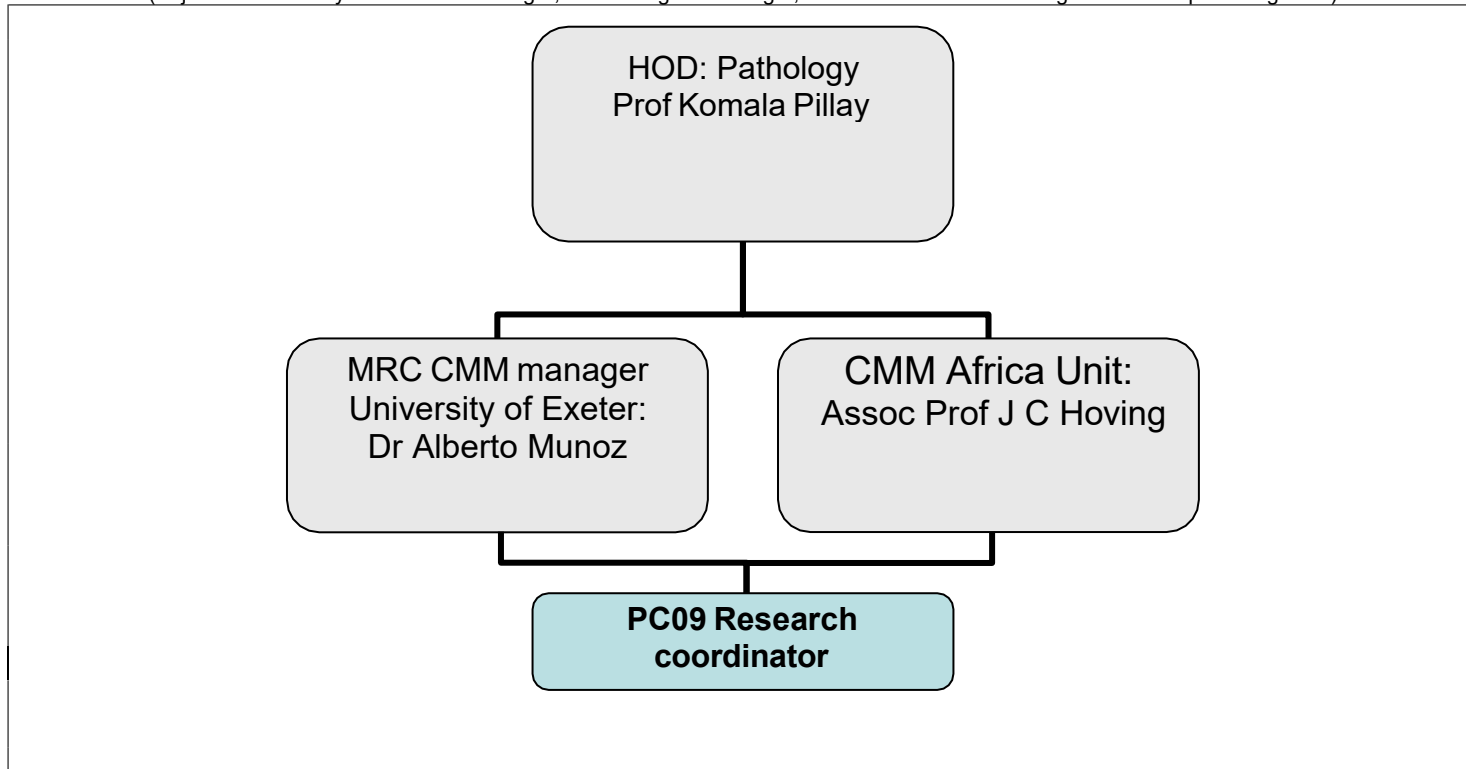
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

#### POSITION DETAILS

Position title	<b>Research Co-ordinator</b>		
Job title (HR Business Partner to provide)	<b>Junior Research Support Specialist</b>		
Position grade (if known)	PC09	Date last graded (if known)	NA
Academic faculty / PASS department	<b>Faculty of Health Sciences</b>		
Academic department / PASS unit	Pathology		
Division / section	Immunology/AFRICA Medical Mycology Research Group		
Date of compilation	Sept 2024		

#### ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



## PURPOSE

The main purpose of this position is:

### **Context**

The MRC Centre for Medical Mycology at the University of Exeter (MRC CMM) is one of the largest centers studying medically important fungi in the world and is the largest specialist research unit at the University of Exeter (UoE). The MRC CMM aims to facilitate research and training, particularly in those areas of the world where fungal infections cause a huge burden on human health. To achieve this, the MRC CMM has established a partnership with the University of Cape Town (UCT) to maintain a jointly run unit in medical mycology, AFRICA CMM Unit for Medical Mycology that is based within the Institute of Infectious Disease and Molecular Medicine at UCT. To help achieve the goals of the AFRICA Unit, we are looking for a dynamic and experienced Research Coordinator, based at UCT, who will ensure delivery of the Unit's aims.

### **Main Purpose of the Post**

The AFRICA Unit Research Coordinator will be responsible for the planning, coordination and administration for the Unit including co-ordination of all project calls, recruitment, the timely delivery of training, compliance document and import permit applications, AFRICA Unit budget control, and monitoring of the Unit's Key Performance Indicators and success factors for funders and stakeholders. In addition, the role will lead on monitoring and capturing all the outputs from the Unit's activities in terms of publications, further grant income and impact, which will be regularly reported internally and externally as deemed necessary.

They will work with the MRC CMM Centre Manager and other MRC CMM staff in Exeter to ensure the delivery of joint objectives and activities, events, etc. This will include the production of elements of project progress reports to the MRC CMM. A demonstrable track record of successful project management and working with academics is essential. Experience of working in research development, commercialization, outreach and engagement and/or knowledge transfer, will be an advantage. The role holder must be also fluent in English.

### **Main Duties and Accountabilities**

The 100% FTE AFRICA Unit Research Coordinator will have the following key responsibilities:

1. Act as the central point of contact for advice and support on all aspects of the Unit's activities for internal and external stakeholders.
2. Produce project progress reports to the Unit's management team, internally within the University as well as for the MRC CMM in Exeter and other external funders as required.
3. Ensure appropriate governance structures are in place for the Unit and facilitate the workflow of the Unit students and staff accordingly under their guidance.
4. Provide administrative support for the Unit's Directorate and Management Board and support the Unit's management by providing general coordination support, organising and recording meetings, preparing and providing the appropriate documentation and records for meetings, in particular the Unit's international and scientific boards.
5. Drive staff and student recruitment for the Unit, when necessary.
6. Analyse and report on the Unit's budget.
7. Coordinate and promote the Unit's Public Outreach and engagement activities, working closely and interacting with Staff at the MRC CMM at Exeter.
8. Coordinate the maintenance of the Unit's website and other communications such as social media.
9. Identify sources of funding for the sustainability of the Unit in the longer term and signpost to appropriate colleagues and academics to enable the development of proposals, as appropriate.
10. Coordinate the innovative training components of the Unit and appropriate support for the students, as well as to ensure an appropriate linking of the professional services, administrative and financial

support to the Unit.

11. Complete local and University compliance, ethics documents and import permits for working with pathogens and animal models.

# CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Programme coordination, administration, and support	60%	<ul style="list-style-type: none"> <li>• Maintain ethical, institutional and national approvals timeously.</li> <li>• File and maintain all project reports, manuals and standard operating procedures (SOPs).</li> <li>• Attend relevant project meetings as required.</li> <li>• Liaise with project partners and relevant stakeholders as required.</li> <li>• Maintain up to date contact details of all project investigators, collaborators, and stakeholders.</li> <li>• Draft PowerPoint presentations as needed.</li> <li>• Ensure all project equipment is well maintained.</li> <li>• Make necessary travel arrangements for project staff e.g. flight bookings, accommodation, car hire.</li> <li>• Liaise with ICTS with regards to installing network, printers etc. for staff.</li> <li>• Follow up on ICTS related problems.</li> <li>• Arrange UCT access for project staff and visitors.</li> <li>• Ensure smooth day-to day running of AFRICA Unit</li> </ul>	<ul style="list-style-type: none"> <li>• All ethical, institutional and national approval obtained and up to date.</li> <li>• Reports AND SOPs available.</li> <li>• Project meeting attendance.</li> <li>• Relationships with partners and stakeholders maintained.</li> <li>• All equipment is well maintained.</li> <li>• All travel arrangements were made timeously.</li> <li>• Staff and visitors granted access timeously;</li> </ul>
2	Finance administration	15%	<ul style="list-style-type: none"> <li>• Manage purchase orders including obtaining competitive quotes and writing up all purchase order requests.</li> <li>• Ensure purchases remain within research study budgets.</li> <li>• Ensure all supplier accounts are paid timeously and kept up to date.</li> <li>• Maintain good working relationship with vendors.</li> <li>• Ensure all assets purchased are registered on the Asset Register.</li> <li>• Manage reimbursement and S&amp;T claims.</li> <li>• Manage P-cards.</li> <li>• Overseeing student bursaries and ensuring payments are done timeously.</li> </ul>	<ul style="list-style-type: none"> <li>• All purchase orders are submitted timeously and are within budget.</li> <li>• Accounts are paid timeously.</li> <li>• Asset Register maintained.</li> <li>• Petty Cash maintained, reconciled and balanced.</li> <li>• Reimbursements and S&amp;T forms,</li> <li>• Records of proof of payments filled.</li> </ul>
3	HR administration	10%	<ul style="list-style-type: none"> <li>• Establish new and maintain all current staff and PG student records.</li> <li>• Assist with recruitment processes</li> <li>• Maintain all HR records.</li> <li>• Ensure contract renewals and "paid on claim" forms are processed timeously.</li> <li>• Assist with resolving staff queries.</li> <li>• Assist in tracking development dialogue discussions.</li> </ul>	<ul style="list-style-type: none"> <li>• All HR records are maintained and available.</li> <li>• Staff assisted with queries.</li> <li>• Contracts processed timeously.</li> <li>• Complete and submit recruitment documents on time and according to standard.</li> </ul>

4	Events organisation	15%	<ul style="list-style-type: none"> <li>Make all necessary arrangements for stakeholder meetings, committee meetings, collaborator workshops, training courses and seminars. This includes but is not limited to arranging travel, venue, online support/access, refreshment, arranging printing of handouts where necessary, arranging IT equipment and IT support, liaising with delegates and lecturers.</li> </ul>	<ul style="list-style-type: none"> <li>Seminars, workshops and other events (face-to-face or online) are hosted successfully.</li> </ul>
---	---------------------	-----	---	--

### MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> <li>Postgraduate degree in Biological/Health Sciences</li> </ul>			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>Two years' experience working in academic or biomedical research settings</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>Two years' experience working in academic or biomedical research settings</li> <li>Proven track record to include at least two of the following proficiencies: academic grant reporting, budget management and research compliance documentation</li> <li>Demonstrable experience in research project or lab management including ability to prioritize and to schedule workloads</li> <li>Excellent written and verbal communication skills</li> <li>Ability to work effectively in a multidisciplinary team and with academic staff at all levels</li> <li>Proficiency in fulfilling committee secretary role e.g. preparing agendas, taking minutes, timeous compilation and circulation of action points</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>Monitoring budgets and understanding funding conditions.</li> <li>Managing successful projects.</li> <li>Microsoft software packages, such as Word, Excel and PowerPoint.</li> </ul>			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<ul style="list-style-type: none"> <li>Trustworthiness in overseeing regulatory and ethical submissions. Honesty to handle finances.</li> <li>Ability to demonstrate independent and self-managing working styles. A proactive and creative approach to problem solving.</li> <li>Ability to work to deadlines Initiative</li> <li>Availability to travel internationally where needed.</li> </ul>			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Building interpersonal relationships	2	Energy	2
	Problem solving	2	Teamwork and collaboration	2
	Work management	2	Follow-up	2
	Communication	2	Project management	2
	Client and Student support	2	Resilience	2
	University awareness	2	Initiating action	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	Administration and coordination of the AFRICA CMM Medical Mycology Research Unit	
Amount and kind of supervision received	Supervision from AFRICA Unit local Director and MRC CMM, University of Exeter manager	
Amount and kind of supervision exercised	Support students, researchers and staff	
Decisions which can be made	Day-to-day project management	
Decisions which must be referred	Ethical and HR concerns.	

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Assoc Prof JC Hoving (Local line Manager)	
External to UCT	Dr A Munoz (MRC Centre line Manager) and Prof. G Brown, Prof W Horsnell (Directors)	