



TRAINING & OUTREACH COORDINATOR (Bioinformatics)
(4.5 year contract)
Computational Biology group
Department of Integrative Biomedical Sciences
Faculty of Health Sciences

The Human Heredity and Health in Africa (H3Africa: <http://www.h3africa.org/>) initiative aims to facilitate a contemporary research approach to the study of genomics and environmental determinants of common diseases with the goal of improving the health of African populations. H3ABioNet (www.h3abionet.org) is the Pan African Bioinformatics Network which is building bioinformatics capacity for genomics research on the continent. H3ABioNet includes 27 nodes in 17 African countries. The consortium has a responsibility to train bioinformaticians as well as genomics researchers in bioinformatics, and has an extensive training and outreach program. The training includes both face to faces courses and a large online training component. We require a training and outreach coordinator to establish, implement and monitor the training program. Applications are invited from suitably qualified candidates for a **4.5 year, fixed term contract** position of a Training Coordinator (Bioinformatics Training), **for appointment as soon as possible**. The position will be situated in the Computational Biology Division, which is in the Department of Integrative Biomedical Sciences and the Institute of Infectious Disease & Molecular Medicine, Faculty of Health Sciences, University of Cape Town.

Minimum Requirements:

- Masters degree in Bioinformatics, Genomics or Education
- 2 years of experience in bioinformatics, genomics and/or training coordination
- Evidence of organizational skills
- MS Office Suite (especially Word and Excel)
- Good communication and written skills

Advantageous:

- a PhD degree
- Experience in education and training
- Knowledge of updating websites, creating online forms, newsletters, use of social media platforms and Vula
- Experience with design of materials such as posters, brochures

Responsibilities:

- Coordinate an Africa-wide Bioinformatics Training Program which includes a multiple-site online Bioinformatics Training Course
- Provide training as required
- Maintain training materials, documents and policies
- Provide administrative, logistical and coordination support for running training activities, meetings, working groups etc.
- Tracking trainees and monitoring and evaluation of the training program
- Coordinate, compile and dissemination of monthly newsletters
- Coordinate, provide support and lead outreach through social media platforms

The annual cost of employment, including benefits for this 4.5 year, fixed term contract is between R355 670 and R418 435.

For enquiries about this post, please contact Nicola Mulder at nicola.mulder@uct.ac.za.

To apply, please e-mail the below documents in a **single pdf file** to recruitment05@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

Telephone: 021 650 3003
Reference number: E18124

Website: www.h3abionet.org/
Closing date: 28 February 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this post we seek particularly to attract black South African candidates (African, Coloured, Indian).

UCT reserves the right not to appoint.