



Training Coordinator (Genomics and Bioinformatics Training) (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. The National Institutes of Health (NIH) and Wellcome Trust have funded several projects under the banner of H3Africa, including research projects, collaborative centres, biorepositories and a bioinformatics network. Members of these projects, together with representatives from the NIH and Wellcome Trust, form the H3Africa consortium of over 400 members, led by a Steering Committee composed of the project Principal Investigators. The consortium members have a number of training activities funded and require a training coordinator to establish and monitor the training program. Applications are invited from suitably qualified candidates for a **5 year, fixed term contract** position of a Training Coordinator (Genomics and Bioinformatics Training), **for appointment as soon as possible**. The position will be situated in the H3Africa Coordinating Centre (H3ACC), 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:

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

Advantageous:

- a MSc/PhD is preferable
- Experience in education and training
- Knowledge of bioinformatics, genomics and genetics would be advantageous
- Knowledge of updating websites and creating online forms

Responsibilities:

- Coordinate Consortium Wide Training Program in collaboration with relevant Consortium Stakeholders
- Support Trainees and Training: provide training, maintain training materials, documents, policies, fellows club, mentoring, professional development program
- Source funding, funding and training opportunities
- Tracking progress and provide monitoring and evaluating support
- Administrative and coordination of training related activities, including travel fellowships, internships, working groups etc.

The annual cost of employment, including benefits for this 5 year, fixed term contract is between R332 401 and R391 060.

For enquiries about this post, please contact Michelle Skelton at michelle.skelton@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 5764
Reference number: E18103

Website: www.h3africa.org/
Closing date: 17 January 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 (i.e. African, Coloured, Indian)

UCT reserves the right not to appoint.