



## NOTES

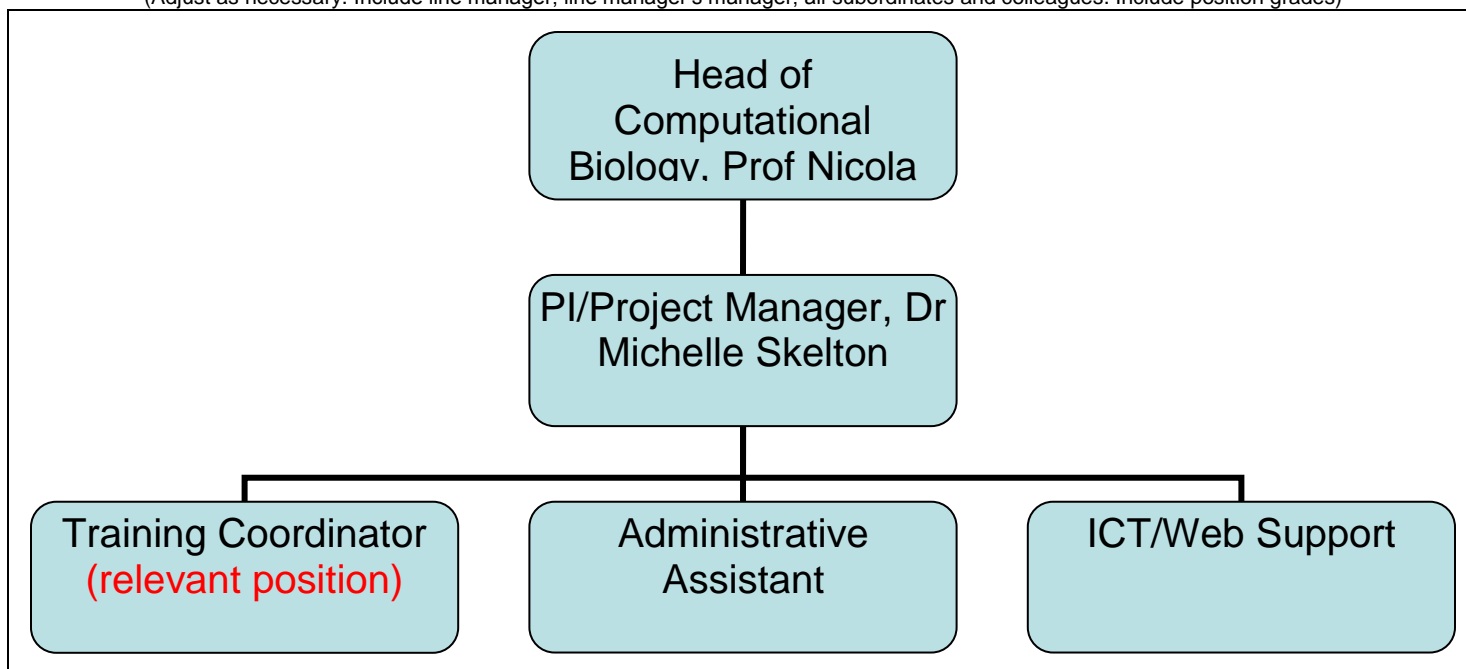
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Training Coordinator (Genomics Training)		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC9	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Integrative Biomedical Sciences		
Division / section	Computational Biology		
Date of compilation	19 Sept 2017		

## 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 to manage and coordinate a training program for the Human Heredity and Health in Africa (H3Africa) Consortium. The training coordinator will work closely with the H3Africa Coordinating Centre, H3ABioNet (CBIO staff), the Global Health Bioinformatics Research Training Program, the H3Africa Education and Training working groups and Fogarty Internal Program Officers to strategize and develop a consortium-wide training program, and manage training documents, forms and websites. The H3Africa consortium includes 36 projects with PIs from around Africa and training courses will take place in multiple African countries. The person will also manage and provide hands on practical training to trainees. The Training will also be responsible for tracking a cohort of trainees and following-up on their progress. The person will be responsible for establishing and managing relationships with different stakeholders to facilitate collaborations aimed at enhancing/strengthening the H3Africa training program. In addition, this person will be responsible for administrative and coordination of Trainee and Working Group activities.

**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	Development a Consortium Wide Training Program	40	<ul style="list-style-type: none"> <li>❖ Work with the Global Health Bioinformatics Research Training Program, H3ABioNet, H3Africa Education &amp; Training Working Group and Fogarty International Program Officers to develop a training plan for the next 2-5 years</li> <li>❖ Develop a stakeholder directory (Internal)- capacity to host training/researchers/internships/postgraduate degrees</li> <li>❖ Research what courses/workshops are existing/needed (internally and externally) and how they fit into the training program, document relevant online courses/e-learning available and maintain a curated lists HtrainDB/Website</li> <li>❖ Implement Professional Development Plans, Mentoring, and any additional programs to cover training gaps identified by Trainees</li> </ul>	<ul style="list-style-type: none"> <li>❖ H3Africa Training Program and increase the number of graduates with Bioinformatics related postgraduate degrees</li> <li>❖ Stakeholders' Directory</li> <li>❖ Trainees with more structured career plans</li> <li>❖ More trainees with skills required for their professional development</li> <li>❖ Trainees gaining more experience through the various opportunities made available to them</li> <li>❖ Trainees that can compete in the international market</li> </ul>
2	Support Trainees/Training	30	<ul style="list-style-type: none"> <li>❖ Maintain training documents policy and support documents, e.g. course planning timeline, templates adverts, letters.</li> <li>❖ Manage trainees activities which include: Fellows Club, newsletter; provide support the app/mobisite (mGenAfrica) (if required) aimed at educating the general public on genomics; coordinating trainees' webinars</li> <li>❖ Provide Training</li> <li>❖ Source funding (grant applications), source funding opportunities</li> <li>❖ Collate and prepare training/workshop/meeting reports</li> </ul>	<ul style="list-style-type: none"> <li>❖ procure funding, identify and disseminate funding opportunities and resources</li> </ul>

3	Track Trainees (HtrainDB) and Monitoring and Evaluation of H3ACC & Consortium	15	<ul style="list-style-type: none"> <li>❖ Update HtrainDB: Trainee, Course information, Workshop Notices &amp; Application forms, Training related Notices and Application forms</li> <li>❖ Assist the H3ACC Program Manager to set up and survey the M&amp;E metrics</li> </ul>	<ul style="list-style-type: none"> <li>❖ Capture critical information on trainee/workshop/training progress</li> <li>❖ Capture critical information on the progress of the H3ACC and the Consortium</li> </ul>
4	Administration and logistics	10	<ul style="list-style-type: none"> <li>❖ Provide support for course/fellowships/workshops/meetings organization and logistics, including convening participant selection committee, travel, venues, course website, materials, etc.</li> <li>❖ Scheduling and setting up of fortnightly conference calls of relevant working groups and sub groups/task groups</li> </ul>	<ul style="list-style-type: none"> <li>❖ Trainees gain experience from competing for fellowships</li> <li>❖ Selection of qualified trainees attend consortium meetings/workshops</li> <li>❖ Efficient travel and events coordination</li> <li>❖ Efficient web/teleconference meetings and tracking</li> </ul>
5	Good work environment within the H3ACC	Ongoing	<ul style="list-style-type: none"> <li>❖ Conducive work environment</li> <li>❖ Good communication</li> </ul>	<ul style="list-style-type: none"> <li>❖ Group that collaborates well</li> </ul>
6				

### MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> <li>Minimum BSc (Hons) degree in Bioinformatics, Genomics or Education</li> </ul>			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>2 years of experience in bioinformatics, genomics and/or training coordination</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>MS Office Suite (especially Word and Excel); Evidence of communication/organizational skills</li> </ul>			
Knowledge	Intermediate to advanced knowledge of bioinformatics, genomics and genetics			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Honesty to handle cash or finances			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	<b>Building partnerships:</b> Build partnership within the consortium and with relevant stakeholders towards improved training/training activities.	Level 4	<b>Trainee service support</b> Be able to coach and develop trainees within the consortium. Provide training support when the need arises	Level 4
	<b>People management skills:</b> Communication skills	Level 4	<b>Informational Management</b> Word processing, -SQL databasing skills -Drupal	Level 4
	<b>Resource Management</b> Manage budgets for internships/fellowships/working groups etc for approval by the Line Manager	Level 3	<b>Meeting facilitation</b>	Level 4
	<b>Strategic leadership</b>	Level 4	<b>Results focus</b>	Level 4

### SCOPE OF RESPONSIBILITY

Functions responsible for	Overall Consortium-Wide Training Development Plan, Coordination & Implementation
Amount and kind of supervision received	H3ACC Project Manager will provide overall direction and guidelines, NIH partners will provide more specific input
Amount and kind of supervision exercised	The Training Coordinator will provide broad strategic planning for the Training Program and be able to guide career development of trainees/consortium members without impacting on their responsibilities to their individual projects.
Decisions which can be made	What to contribute to the training agenda, when to schedule your one to one meetings or meetings with the fellows club, what ideas you would like to pursue within the training agenda
Decisions which must be referred	All finance related decisions, all potential partnerships especially with Journals/Editor's/Publishing Companies/Industry. Generally, all ideas are discussed with the Education & Coordinated Working Group and the final decision then rests with Steering Committee

## CONTACTS AND RELATIONSHIPS

Internal to UCT	Dr Michelle Skelton (H3ACC PI/Project Manager), Professor Nicky Mulder (Head of Division and H3Africa PI), Sumir Panji (H3ABioNet Project Manager), Professor Ambroise Wonkam (H3Africa PI), Professor Mark Nicol (H3Africa PI), Dr Victoria Nembaware (Project manager to the Sickle Cell Data Centre), Professor Dan Stein (H3Africa PI), Professor Raj Ramesar (H3Africa Co-PI, Chair of the ECTWG), Professor Mark Engel (H3Africa Co-PI), Dr Jantina de Vries (H3Africa PI), Dr Delva Shamley (H3ACC Co-Investigator).
External to UCT	Dr Jennifer Troyer (NIH/NHGRI H3Africa Program Director); Barbara Sina Fogarty/NIH Program Officer); Laura Povlich (Fogarty/NIH Program Officer), Jennifer Maroa (Project Manager AESA), Audrey Duncanson (Wellcome Science Portfolio Manager ), Laura Skow,(NIH/NHGRI H3Africa Scientific Program Analyst), see all the current H3Africa Project PI's <a href="http://www.h3africa.org">www.h3africa.org</a>