



## PROGRAMME MANAGER

### African Paediatric Fellowship Programme (APFP) Department of Paediatrics and Child Health

### Faculty of Health Sciences

Applications are invited for The African Paediatrics Fellowship Programme (APFP) programme manager post. Details of the APFP can be found at <http://www.paediatrics.uct.ac.za/scah/apfp> and on the Facebook page: @theapfp.

This post is based in the Department of Paediatrics and Child Health at the Red Cross War Memorial Children's Hospital. APFP is seeking to appoint a suitably qualified candidate for appointment to a 2 year contract.

#### Requirements:

- Minimum qualification: Masters in Public Health, or masters in biomedical science area, or MB ChB or MB BS
- 3-5 years' work experience in high-level project management in health- or science-related field
- Strong leadership, coordination and supervisory skills; outstanding written and verbal communication skills
- Excellent interpersonal and conflict management skills
- Demonstrated ability to establish and maintain relationships with internal and external stakeholders required
- Highly self-motivated, ability to work independently, manage multiple tasks in parallel and adapt to changing priorities
- Demonstrable experience in writing reports (both financial, academic and narrative); grant writing experience highly advantageous
- Fluent in Microsoft Office suite (Word, Excel, PowerPoint)
- Knowledge of database systems.
- Close attention to detail in administration and finance, with good troubleshooting / problem-solving skills
- Sensitivity to issues of diversity and transformation

#### Responsibilities:

- Oversee the administrative and financial operations for multiple projects ensuring project timelines are maintained and that funders/collaborators requirements are met
- Coordinate and facilitate communications across other APFP sites (In SA and across Africa)
- Provide hands-on operational leadership to bed down a new organisation structure with other South African sites. This includes the design and implementation of training and work-flows to accommodate the new administration system.
- Actively seek funding opportunities. Managing funding proposal preparation, including regulatory applications and UCT contract processes
- Collate data generated from programme activities and the development of this into research publications
- Identification of new grants and writing of these proposals
- Prepare periodic and *ad hoc* reports as required by funders

#### Advantageous:

- MPH in Clinical or Epidemiology
- Knowledge and experience of public health, and experience in academic and/or research settings, is highly advantageous
- Registration with HPCSA for applicants with MB ChB or MB BS

The annual cost of employment, including benefits (*where applicable*), is between **R515 437** and **R606 379**.

**To apply**, please e-mail the completed [UCT Application form](#) (HR201) and all other relevant documentation as indicated below, clearly indicating "Programme Manager" followed by the reference number in the subject line to [avril.dupreez@uct.ac.za](mailto:avril.dupreez@uct.ac.za)

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

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.

**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E80634

**Closing date:** 13 July 2018

UCT is committed to the pursuit of excellence, diversity and redress 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 (i.e. African, Coloured, Indian) South African candidates

UCT reserves the right not to appoint