



PROJECT COORDINATOR

(Contract ending 31 December 2019)

electronic Research Administration (eRA) Research Office

The electronic Research Administration (eRA) project is looking for a Project Coordinator to track and follow-up on tasks from the eRA project plan as well as perform day-to-day administrative functions. The Project Coordinator will proactively assist in ensuring that tasks are prioritized and tracked to completion while working with the internal and external stakeholders responsible for completing them. The stakeholders include a range of faculties, PASS departments and sections that support research i.e. Information and Communications Technology Services (ICTS), Research Office, Post-graduate Funding Office (PGFO), International Academic Programmes Office (IAPO), Research Contracts and Innovation (RC&I) and eResearch as well as with external vendors and the NRF. The role will also be responsible for office administrative tasks such as the collation of time sheets, the tracking of invoices and timeous submissions of HR and finance requirements.

Requirements:

- An appropriate tertiary qualification (NQF6 or above).
- At least five years relevant work experience.
- Excellent written and verbal skills in English.
- Strong interpersonal skills.
- Excellent attention to detail.
- Advanced skills in planning and organizing tasks and processes including financial administration.
- Experience in higher education, research administration and/or systems experience advantageous.

Responsibilities include:

- Coordination of tasks emanating from the eRA project plan and stakeholder meetings using new or established tracking systems.
- Office administration, including the tracking of timesheets, report submissions and replenishing office consumables.
- Information dissemination and communication, including regular updates to stakeholders regarding project progress.
- Setting up and servicing meetings, training sessions and workshops.
- Budget tracking and compliance.
- Stakeholder relationship management.

The annual cost of employment is between R210 303 and R391 060.

To apply, please e-mail the below documents in a **single pdf file** to Ms Kimi Keith at kimi.keith@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter including a motivation for your application, 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 competency and psychometric tests.

Telephone: 021 650 5744

Website: www.researchsupport.uct.ac.za

Reference number: E71212

Closing date: 12 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 Africans.

UCT reserves the right not to appoint.