



NOTES

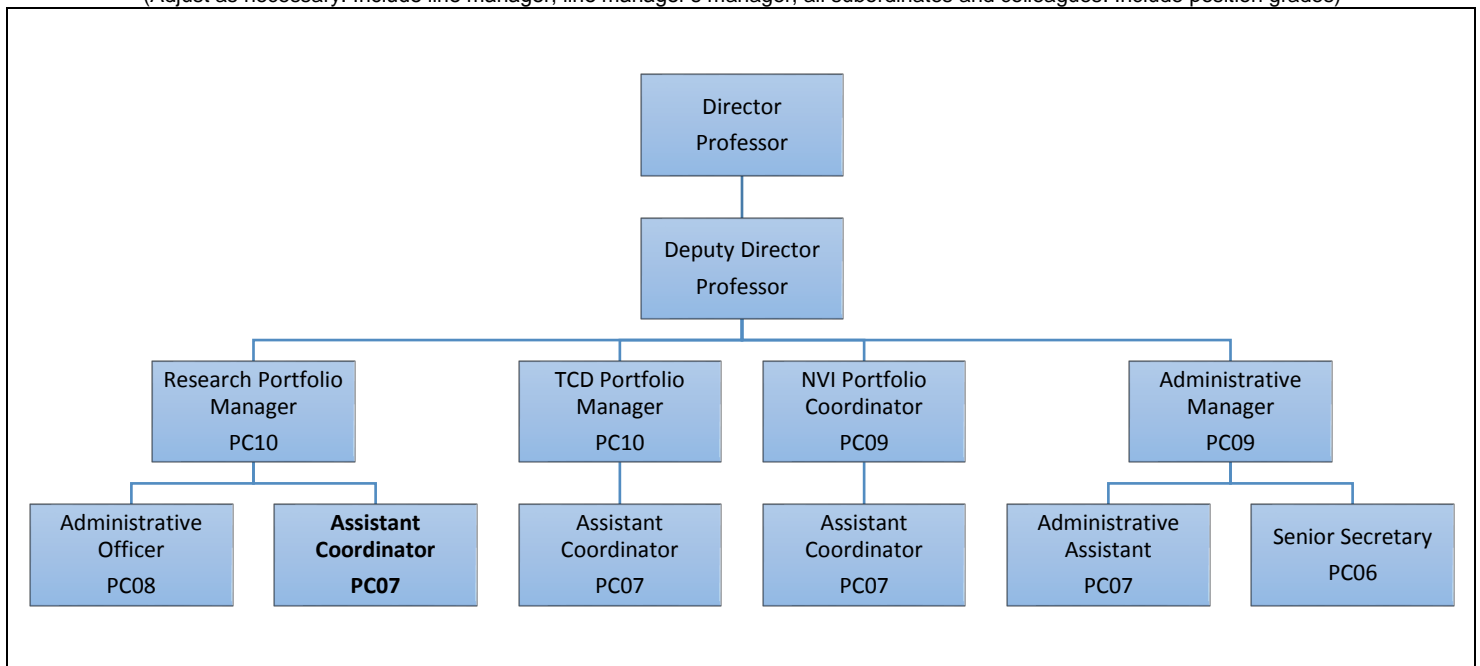
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Assistant Coordinator – Research Portfolio		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC07	Date last graded (if known)	
Academic faculty / PASS department	Science		
Academic department / PASS unit	African Climate and Development Initiative		
Division / section			
Date of compilation	12 December 2017		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of the Assistant Coordinator in the Research Portfolio is to:

- Assist with the coordination of the ACDI's portfolio of research projects and related systems under the direction of the Research Portfolio Manager.
- Support the Research Manager to identify funding opportunities and develop proposals.
- Help to develop and maintain key relationships with UCT and external stakeholders.
- Assist Principal Investigators / Project Managers with ad hoc research.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Portfolio coordination	35	<ul style="list-style-type: none"> • Maintain an up-to-date map of all current research (internally or externally led) to track progress of research activities. • Support knowledge sharing and communication between ACDI PIs/ Project Managers. • Assist with the coordination of project managers. • Assist with the coordination of activities with UCT Department/ Research Units. • Maintain physical and electronic libraries of research outputs. • Maintain all relevant databases with regards to portfolio resources, activities and output information. • Feed research project information and relevant outputs to Strategic Communications Manager to disseminate to stakeholders (e.g. on website, newsletter etc.) • Assist with other ACDI activities. 	Project managers and researchers are supported to produce and monitor high quality outputs. The Project Management Database and related folders are kept up to date.
2	Fundraising (research and donor)	35	<ul style="list-style-type: none"> • Assist with coordination of workshops and meetings to identify and conceptualize new research topics and course concepts, taking meeting minutes if necessary. • Track funding opportunities. • Assist with the coordination of the proposal writing process, including contributing to the technical writing, proofreading, budget drafts, references, support documentation, knowledge and communication of funder specific requirements. • Assist in the development of concepts / brochures for foundations and other funders. • Assist with writing donor funding applications in consultation with TCD Portfolio Manager. • Support the Research Portfolio Manager in interactions with funders. 	The research portfolio meets its fundraising goals in support of the overall ACDI fundraising strategy.
3	Stakeholder relationships	10	<ul style="list-style-type: none"> • Maintain positive relationships with stakeholders. • Ensure on-going stakeholder awareness of portfolio activities and outputs. • Attend and contribute to stakeholder meetings and events when relevant. • Promote synergy between ACDI and internal and external stakeholders. 	ACDI establishes and maintains positive, mutually supportive relationships with internal and external stakeholders.
4	Research assistance	20	<ul style="list-style-type: none"> • Implement research activities under supervision of researcher(s), for example <ul style="list-style-type: none"> ○ Perform literature reviews when necessary ○ Develop or assist in the development of interview schedules ○ Identify and compile lists of potential research subjects ○ Conduct and record face-to-face and/or telephone interviews with subjects ○ Contribute content to research reports, progress reports, papers and other outputs • Assist Principal Investigators / Project Managers in ensuring project timelines are met and deliverables are produced 	Research project activities successfully prepared or implemented as needed

MINIMUM REQUIREMENTS

Minimum qualifications	Honors' Degree in climate change, development, environment, monitoring and evaluation, or a related field			
Minimum experience (type and years)	1 year of work experience in a similar field			
Skills	Excellent English written and verbal communication skills Attention to detail Proficient in MS Office (particularly Word, Excel and PowerPoint) Excellent organizational and time management skills Facilitation and problem-solving skills Strong ability to work autonomously Desktop research skills			
Knowledge	Fundraising/ Monitoring and Evaluation/ Climate Change and Development / Environmental Science / Geography/ Inter- and trans-disciplinary research			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	1	Planning and organizing/ work standards	1
	Building interpersonal relationships	1	Quality commitment	1
	Client/student service and support	1	Teamwork / collaboration	1
	Communication	1	University awareness	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Database management
Amount and kind of supervision received	Supervised
Amount and kind of supervision exercised	Nil
Decisions which can be made	Day to day
Decisions which must be referred	Longer term impact

CONTACTS AND RELATIONSHIPS

Internal to UCT	Other faculty and department/unit staff
External to UCT	Donors and other stakeholders