ASSISTANT COORDINATOR

African Climate and Development Initiative

Science Faculty

Applications are invited for the post of Assistant Coordinator – Education Portfolio, for the African Climate and Development Initiative (ACDI). ACDI is an Institute at UCT that coordinates and enhances research and teaching on climate and development across departments and faculties.

This is a one-year PASS contract. The Assistant Coordinator will work as part of the Education Portfolio team to support the running and development of new courses and projects. The role is largely administrative, although there will be opportunities for the Assistant Coordinator to engage in facilitation and research.

Requirements:
- Honours degree in related field, such as Climate Change and Development, Environmental Science, Geography, or Environmental Education
- 1 year of work experience in a similar field
- 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

The following will be advantageous:
- Experience in proposal writing, project coordination, or administration
- Some understanding what transformation means in the context of higher education in South Africa
- Experience of inter- and transdisciplinary research or teaching

Responsibilities:
- Assist in coordinating projects, courses and programmes, such as international and local/regional student exchanges, scholarships, internships, online courses, and others as they arise
- Assist in coordinating ACDI's departmental Transformation Working Group
- Support new research related to climate change education, training and capacity development
- Track funding opportunities and contribute to the submission of education proposals, including technical writing, proofreading, budget drafts, gathering partner input and support documentation
- Maintain relevant monitoring and evaluation databases with regards to portfolio resources, activities and output information, as well as physical and electronic libraries of portfolio outputs
- Develop and maintain positive relationships with ACDI staff, students and visitors

The annual cost of employment, including benefits (*where applicable*), is between R 174 681 and R 272 534

To apply, please e-mail the below documents in a **single pdf file** to Rabia Karriem at rabia.karriem@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 an assessment.

Telephone: 021 650 5598   **Website:** www.hr.uct.ac.za

Reference number: E80537   **Closing date:** 22 June 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 candidates.

UCT reserves the right not to appoint.