



PROJECTS MANAGER

(Payclass 10; T1-Post)

**Experimental Tuberculosis and Immunology Research Group,
Division of Immunology, Department of Pathology
Faculty of Health Sciences**

Introductory paragraph

The Experimental Tuberculosis and Immunology Research Group is embedded in the Division of Immunology, Faculty of Health Sciences, University of Cape Town, with its primary research laboratories located within the Institute of Infectious Disease and Molecular Medicine. The group's research focus is on understanding host immune responses against infectious diseases using preclinical models as tools of investigation. It seeks to appoint a suitably qualified person with the necessary experience to manage ongoing projects and actively oversee its mouse breeding program. The position entails hybrid functionality in which the appointee will have project management responsibilities of assigned projects and have "hands on" duties in the management of the murine strains used in the various projects of the Experimental Tuberculosis and Immunology Research Group. The position is offered as a 12-month contract to start as soon as possible. The successful applicant will form part of a dynamic research team that focusses on investigating and modeling host immune responses against tuberculosis.

Requirements for the job:

- Must have an NFQ9 level qualification in project management or alternatively an MBA degree with project management, **AND** an NFQ8 level degree (BSc-Honours level) in a Life Sciences field, specifically Immunology, Virology or Microbiology, both qualifications as minimum requirements.
- Must have a minimum of 5 years' experience working in a life sciences research laboratory, specifically Immunology, Virology or Microbiology
- Must have working knowledge of project planning, management and procurement.
- Must have strong planning, organizing, co-ordinating and work management skills.
- Must have proven computer literacy with proficiency in Microsoft Suite Skills at least at an intermediate level.
- Must have background knowledge and working experience using molecular genomic techniques and technologies.
- Must have knowledge and working experience in managing colonies of murine strains.
- Must have the ability to multi-task, work in a team or on an individual basis with minimum supervision.

The following will be advantageous:

- Knowledge of UCT procurement processes and systems.
- Experience working with postgraduate students and research staff.

Responsibilities:

The position entails hybrid functionality in which the appointee will (a) have project management responsibilities of assigned projects within the Experimental Tuberculosis and Immunology Research Group, and (b) to actively manage the murine strains used in the various projects in a hands-on approach. Key responsibilities are to manage workflow and timelines to ensure delivery of projects' milestones, to perform accurate record keeping of project related costs and expenditures and to ensure relevant accreditation and compliance requirements are in place. The position will include responsibilities for procurement, liaising with financial and procurement sectors, and liaising with local and international stakeholders. Importantly, the appointee will perform duties both administrative and "on the bench" genotyping experiments, liaise with the Research Animal Facility, UCT, and outside stakeholders to effectively breed and maintain mouse colonies required for the various projects.

The annual cost of employment, including benefits is R639 581 - R752 447

To apply, please e-mail the below documents in a **single pdf file** to Prof Muazzam Jacobs at muazzam.jacobs@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 competency and pre-placement-medical assessments.

Website: <https://health.uct.ac.za/>

Reference number: E25204

Closing date: 10 February 2025

UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.