


HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
-------	-----------------------------	--

NOTES

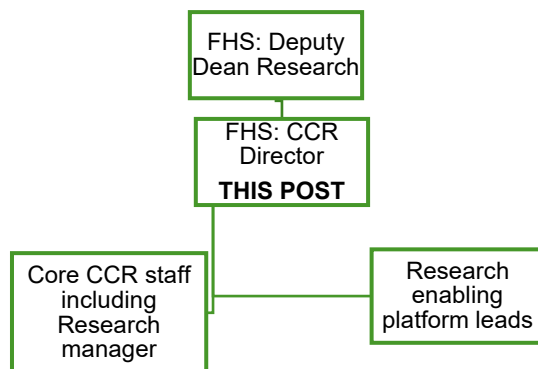
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Director: Centre for Cancer Research		
Job title (HR Practitioner to provide)	Director: Centre for Cancer Research		
Position grade (if known)	Associate Professor/Professor	Date last graded (if known)	
Academic faculty / PASS department	Academic at Associate Professor/Professor		
Academic department / PASS unit	Research Directorate		
Division / section	Centre Cancer Research		
Date of compilation	March 2025		

ORGANOGRAM

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



PURPOSE

The main purpose of this position is to provide strategic leadership and to secure funding for the Centre for Cancer Research to achieve its vision as a responsive, transformative centre for cancer research in Africa. The Director should be a strategic thinker with experience in raising funds, providing leadership and management of a research unit, understand the local and international cancer research landscape and have experience as a Principal Investigator. The Director will support the development of research enabling platforms and support research capacity development. A significant proportion of the Director's time will be dedicated to fundraising, resource acquisition, and stakeholder engagement, ensuring the long-term sustainability and growth of the centre.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Strategic leadership and research management	40%	<ul style="list-style-type: none"> Implement the strategic vision of the CCR as outlined in the CCR business plan Appoint the Centre core staff and research enabling platform leads. Establish and lead the CCR executive management committee, scientific advisory board and the community advisory board Lead the development of the cancer research enabling platforms as outlined in the business plan. Lead the development of research programs aimed at cancer prevention, early detection, and comprehensive management (including palliative care) strategies relevant to the African context. Ensure visibility of CCR through branding and website development Foster a culture of excellence, innovation, and continuous improvement within the CCR. Ensures the CCR's activities are aligned with the FHS research priorities. Represents the interests of the CCR within the faculty at Faculty Board and other relevant for a Represents the interests of the CCR at relevant international meetings Ensure the Centre remains at the forefront of cancer research through innovative projects and partnerships. Manage the cancer related grants within the CRC. Establish and strengthen collaborations with academic institutions, healthcare facilities, government agencies, non-governmental organizations (NGOs), and industry partners locally and globally. Engage with policymakers to translate research findings into evidence-based policies for cancer prevention and control. 	<ul style="list-style-type: none"> CCR business plan implemented with progress reported to Board and line manager Regular attendance and presentation at FRC and FHS management meetings Research enabling platforms are developed and cancer researcher activities/projects supported Regular meetings of core task team, executive management team, scientific advisory and community boards All CCR activities are in line with the FHS and UCT research strategy. CCR branding and website developed Engagement with a range of institutional, academic, industry, NGO, national, and international organizations Research from UCT made available to policy makers CCR recognized for its excellence, innovation, and impact.

2	Fundraising and resource mobilization	30%	<ul style="list-style-type: none"> Identify, meet with and secure funding for the CCR from national and international agencies, philanthropic organizations, and industry. Develop and maintain relationships with key stakeholders, including foundations, corporate partners and high-net worth individuals. Design fund-raising initiatives. Tailor investment briefs for different funders Oversee grant applications, sponsorships and other financial support mechanisms Manage the Centre's budget Develop a financial sustainability plan 	<ul style="list-style-type: none"> Relationships established with a range of potential funders Funding initiatives/campaigns executed Range of investment briefs available CCR budget well managed Funding available to support the CCR business plan Long term CCR budget developed
3	Cancer research capacity development	10%	<ul style="list-style-type: none"> Develops and implement a research capacity development strategy for the CCR in partnership with all relevant stakeholders, that ensures the growth of clinical, laboratory and public health cancer research in the Faculty and supports interdisciplinary research. Increase internal and external funding and research opportunities for the postgraduate students post-doctoral fellows Grow current knowledge of diverse research designs Develop and support interdisciplinary research training courses for researchers and students. 	<ul style="list-style-type: none"> CCR research capacity development program in place. Range of training and mentoring options available to laboratory, clinical and public health researchers and that support interdisciplinary activities Funding for postgraduate students and post-doctoral fellows Supervision and support for research fellows and emerging investigators Securing funding and resources to support the capacity development initiatives and growth.

4	Cancer Research projects bring in own new studies through the CCR as a principal investigator	20%	<ul style="list-style-type: none"> Enhances the reputation of the CCR and the university by undertaking quality cancer research and communicating that research to the public and scientific community. Submit grant applications as PI for studies to be conducted within the CCR Oversee conduct of these studies Over time build in own salary contribution from these studies. 	Secure cancer grants as PI. Actively engage in own cancer research projects.
---	---	-----	--	--

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • PhD or MBChB, or equivalent degree in a relevant field (e.g., oncology, epidemiology, molecular biology, public health, global health). 			
Minimum experience (type and years)	<ul style="list-style-type: none"> • At least 5 years' experience in cancer research, including leadership in an academic or research setting • Proven track record in securing research funding • Knowledge of the health research funding environment (national and international) • Experience as a Principal Investigator of a cancer research study • Strong business planning, conceptual, and management skills • Demonstrated ability to build and sustain interdisciplinary collaborations • Experience engaging with policymakers, funding agencies, and international organizations • Knowledge of local and international cancer research environment • Solid teamwork and interpersonal skills and the ability to communicate well with clients, employees, senior management, and students. • Ability to exercise independent judgment and apply creative problem-solving techniques • Demonstrated Cancer/Research teaching and supervision. <p>Advantages:</p> <ul style="list-style-type: none"> • Business management qualification • Knowledge and experience of university systems and practices • Record in securing donor funding 			
Skills	<ul style="list-style-type: none"> • Experience engaging with policymakers, funding agencies, and international organizations. • Excellent leadership, communication, and organizational skills. • Strong business planning, conceptual and management skills • Demonstrated ability to build and sustain interdisciplinary collaborations. • Solid teamwork and interpersonal skills and the ability to communicate well with researchers, employees, and senior management. 			
Knowledge	<ul style="list-style-type: none"> • Knowledge of health research funding environment • Knowledge of local and international cancer research environment • Knowledge of the higher education research environment 			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Honesty to handle finances			
Professional registration or license requirements	If medical practitioner, then registration with HPCSA			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Strategic thinking and planning skills	2/3	University awareness	2
	Project management skills	2/3	Resource management	2/3
	Creativity and innovation	2/3	Building partnerships	2/3
	Conceptual thinking	2/3	Teamwork/collaboration	
	Proven written and verbal communication skills	2/3	Accountability & leadership skills	2/3

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> • CCR fund raising and strategic leadership • Developing cancer research enabling platforms • Managing strategic cancer research, training and community engagement related initiatives, especially with a view to improved CCR governance, functioning financing, and sustainability
Amount and kind of supervision received	Minimal, Line managed by Deputy Dean for Research
Amount and kind of supervision exercised	Intermediate, core CCR team
Decisions which can be made	Performance of cancer research; Research funding application, new research curricula, letter of cancer research support, external visitor hosting
Decisions which must be referred	Final recommendation for approval by the DDR for CCR budget

CONTACTS AND RELATIONSHIPS

Internal to UCT	Deans' office, UCT Research Office, FHS Research Finance, Faculty staff & students, academics
External to UCT	Cancer NGOs, Pharmaceutical industry, Policy makers