



PROJECT MANAGER

(Payclass 10; 3-year contract, 20 hours per week)

Division of Public Health Medicine
School of Public Health
FACULTY OF HEALTH SCIENCES

The Division of Public Health Medicine in the School of Public Health is seeking to appoint a Project Manager (on a part-time basis – 20 hours per week) to start as soon as possible. The project manager will oversee the delivery of outputs to a 3-year funded NIHR study of Community Voices in Health Governance - Translating Public Participation Into Practice in a World of Pluralistic Health System. The project will run in three countries, Brazil, India and South Africa with sites in Cape Town and Gqeberha and is due to end 31st of September 2026.

Requirements:

- A Bachelors Degree (NQF7)
- Four years' experience in Project Management
- One year experience working in a Research Environment
- Three years' experience in managing large grants involving international donors
- Experience working with community partners in a health development programme
- Excellent organisational and coordination skills
- Ability to work in a team
- A high degree of computer literacy
- Excellent communication skills
- Experience in preparing and writing donor reports
- A high degree of financial literacy
- Ability to work independently and be self-driven
- Access to reliable transport

Advantages:

- A background in Health Sciences, social sciences and community development
- Experience in managing large grants involving UK or European funding
- Familiarity with UCT financial and administrative systems
- Experience in managing multi-country projects.
- Driver's license and own transport

Responsibilities:

- Project Management for the Community Voices in Health Governance - Translating Public Participation Into Practice in a World of Pluralistic Health System
 - Ensuring deliverables are met and the project meets commitments in its proposal
 - Coordinate collaboration with partners in Brazil and India
- Human Resource management related to staff on the project for UCT
- Overseeing the coordination of project activities, such as meetings, workshops, training, community dialogues, and colloquia
- Financial oversight and ensuring reporting on behalf of UCT as lead organisation meets funder requirements
- Communication with project partners and key stakeholders
- Cooperation and coordinate with project staff to ensure project targets are met
- Report writing, including draft donor reports
- Contribute to further fundraising
- Support research activities and data management
- Coordinate and support community activities, including occasional travel to community sites

The annual remuneration package, including benefits, for this part-time, 20 hours per week contract, is between R309 407 and R364 006.

To apply, please e-mail the below documents in a **single pdf file** to Ms Tracy Moore at recruitment05@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Letter of motivation that speaks to the specific requirements of the position, 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 5405

Website: www.publichealth.uct.ac.za

Reference number: E230132

Closing date: 15 February 2023

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.