



SENIOR ADMINISTRATIVE OFFICER: ANIMAL AND BIOSAFETY COMPLIANCE

(Permanent; Payclass 09)

OFFICE OF RESEARCH INTEGRITY (ORI) RESEARCH OFFICE

The ORI seeks to appoint a suitable candidate to the post of **Senior Administrative Officer: Animal and Biosafety Compliance**. The incumbent will work closely with the ORI team to support the compliance mandate of the office, predominantly in the animal research and biosafety fields. The ORI works collaboratively with Senate Ethics committees, research units and individual researchers to promote and enhance the responsible conduct of research (RCR), and to support ethics in research. The successful candidate will be responsible for a variety of processes and workflows and, will need to engage with a range of staff, postgraduate students and researchers in various faculties. Our ideal candidate will be a meticulous, resourceful and proactive problem-solver and strategic thinker. The candidate must be able to work both independently, with limited supervision, and as part of a team to meet strict deadlines. The candidate must work within the regulatory framework of the ORI environment and, should be willing to engage in and develop or improve internal processes to streamline and ultimately provide better-quality services to the UCT research community.

Requirements for the job:

- NQF7 (Bachelor's degree or equivalent) in a relevant discipline (with preference given to qualifications in Ethics, Bioethics, Applied Ethics, Administrative or Management Studies or Project Management).
- 3 years' experience in research administration or management with emphasis in quality control/assurance and/or project management.
- 3 years' experience in directly servicing, supporting, and managing university (or similar) committees which meet on a regular basis (either quarterly or monthly).
- Excellent written and verbal communication skills.
- Demonstrable ability to co-ordinate and manage processes (i.e. planning and organisational skills).

The following will be advantageous:

- Recognition as a research administration or management professional.
- A qualification in a laboratory-based science.
- Knowledge of responsible conduct of research guidelines including national legal regulatory frameworks and internationally recognised principles.
- Knowledge of UCT's research environment, specifically in the Faculties of Science and Health Sciences.
- Knowledge of UCT's financial administration processes.

Responsibilities:

- Secretariat services (including logistical and administrative support) to the Senate Animal Ethics Committee (SAEC) and the Institutional Biosafety Committee (IBC), including acting as a liaison between relevant Faculty and Senate-level committees.
- Providing administrative and logistical support to the Senate Animal Ethics Committee Inspecting Veterinarian (SAEC-IV), including receiving of inspection reports; distribution of reports to relevant stakeholders; collation of feedback to the appropriate staff and committees and, maintenance of the relevant documentary databases.
- Preparing submissions to the South African Veterinary Council (SAVC) for authorisation of UCT personnel; including liaising with appropriate Research Animal Facility staff and applicants.
- Dissemination of information pertaining to SAVC authorisations, including approved authorisations, annual maintenance fees processes and updates to application requirements, legislation and internal UCT processes.
- Keeping accurate records of SAVC authorised personnel, including active and inactive users; annual payments and, regular monitoring and reporting of continued competence.
- Preparing submissions to the Department of Agriculture, Land Reform and Rural Development (DALRRD), in support of Section 20, Genetically Modified Organisms (GMO) and Import/Export permit requirements.
- Supporting the ORI Director and Manager in logistical and administrative, specifically financial, matters related to the ORI. Ad hoc support to the ORI team as needed.

The annual cost of employment for 2023, including benefits is **R 465 633** and **R 547 802**.

To apply, please e-mail the below documents in a **single pdf file** to Ms Hlubi Ntsizi at recruitment07@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 3831

Website: <https://www.uct.ac.za/research-support-hub>

Reference number: E230138

Closing date: 07 March 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.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf."

UCT reserves the right not to appoint.