



## CONSORTIUM MANAGER

(Payclass 11)

**Department of Environmental and Geographical Science  
(EGS)**

**Faculty of Science**

---

Applications are invited for the post of Consortium Manager for the Pan-African and Transdisciplinary Lens on the Margins: Tackling the Risks of Extreme Events (PALM-TREES) project. The PALM-TREES project is a major 3.5-year activity undertaken by a consortium of regional and international partners led by EGS at University of Cape Town and is part of the funded by the IDRC (International Development Research Centre) and DFID (Department for International Development). The project aims to reframe our physical understanding and characterisation of climate extremes across Africa based on the lived realities of people living 'on the margins' and experiencing these changes. The PALM-TREES project will be managed via a Consortium Management Unit (CMU) at EGS, which will be responsible for coordination of cross-consortia activities: research, reporting, outputs, and interactions with external bodies such as the consortium advisory board and the management team at IDRC.

The main purpose of the Consortium Manager Position is to lead the CMU, under the direction of the PALM-TREES project PIs. The incumbent will need to develop and maintain excellent, efficient, robust, viable and friendly management, finance, staffing, information, and administrative system with the project members, post-docs, administrative and finance staff, and institutional contacts with the funding agencies. The role includes all aspects of senior level consortium management, including oversight of research activities with the PIs, financial reporting with financial officers, monitoring and evaluation with the PIs and drafting reports for funders, ensuring project deliverables and activities from all project partners are on track, organizational and human resources management and information management.

The position is based in EGS at the University of Cape Town, South Africa, and is a **3.5-year fixed-term contract**.

### Requirements for the job:

- A Masters degree in a field relevant to physical or human geography / environmental science or management / atmospheric science / oceanography / climate science / climate change vulnerability, impacts and adaptation / developmental or social science field.
- At least 5 years' experience in the research or science administration field, with sound numerical skills and including appropriate accounting/finance experience, demonstrating a broad knowledge, and understanding of financial and management accounting principles, with proven analytical and interpretive abilities.
- Project Management skills.
- Proven staff management abilities.
- Interpersonal, organizational, team working and communication skills: Must be a team player and have the ability to interact successfully with internal and external clients at all levels; excellent organization skills and the ability to establish priorities; excellent oral and written communication skills; ability to exercise judgment and work with minimal supervision; excellent client service.
- Fundamental skills: Report writing; Ability to read and synthesize research papers and report; Computer Literacy in MS Office suite and e-mail; proficiency in MS Excel experience essential.
- Willingness and flexibility to frequently travel in and out Africa.

### Advantageous experience:

- Experience working in transdisciplinary teams or knowledge of co-production.
- Working in cross-cultural contexts in Africa.
- Previous experience in climate change research project management
- Proficiency in SAP.
- Familiarity with MS-Project or equivalent package.
- Familiarity with a tertiary education environment.
- Project management skills applied in a research environment.
- Experience working with international/national funding bodies

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Natasha Khan at [recruitment06@uct.ac.za](mailto:recruitment06@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivational letter,
- 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.

<b>Telephone:</b>	021 650 3469	<b>Website:</b>	<a href="http://www.egs.uct.ac.za">www.egs.uct.ac.za</a>
<b>Reference number:</b>	E230203	<b>Closing date:</b>	10 May 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/eeepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eeepolicy.pdf)."*

UCT reserves the right not to appoint.