

**NOTES**

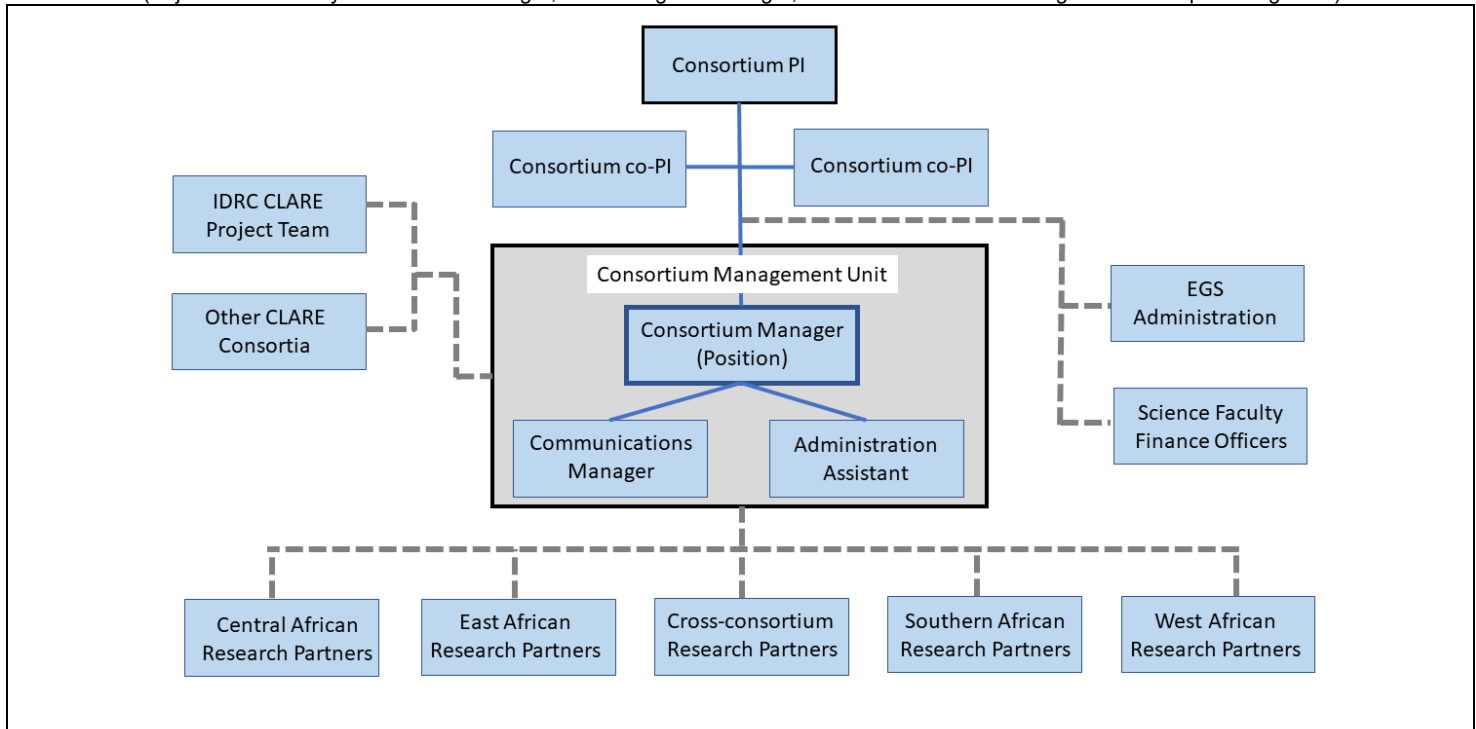
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	CONSORTIUM MANAGER		
Job title (HR Business Partner to provide)			
Position grade (if known)	P11	Date last graded (if known)	
Academic faculty / PASS department	Environmental and Geographical Sciences		
Academic department / PASS unit			
Division / section			
Date of compilation	07 February 2023		

**ORGANOGRAM**

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



## PURPOSE

**The Department of Environmental & Geographical Science (EGS)** aims to further knowledge, understanding and management of interactions between humans and their social, biological, and physical life-support systems. The research undertaken is often interdisciplinary and covers a wide range of areas which include: vulnerability and adaption to climate change, urban food security, cultural geography, environmental change, access and benefit sharing, governance of natural resources, environmental assessment, land reform, trans frontier conservation, biodiversity, energy politics, atmospheric modelling, climate variability, sustainable development, paleoenvironments, physical geography, landscape ecology, agroecology, and urban development.

From April 2023 through October 2026, EGS will be leading a multi-partner, CAD\$8 million, research project called PALM-TREES (A **Pan-African and Transdisciplinary Lens on the Margins: Tackling the Risks of Extreme Events**), funded by the IDRC and DFID. Project PALM-TREES aims at reframing our physical understanding and characterisation of climate extremes across Africa based on the lived realities of people living 'on the margins' experience these changes. Importantly, the impacts of these extremes and how they exacerbate gender inequalities, and other intersecting socio-economic inequalities of people living 'on the margins' is a core focus of PALM-TREES.

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 role includes all aspects of senior level consortium management, including oversight of research activities, financial reporting, monitoring and evaluation, ensuring project deliverables and activities from all project partners are on track, organizational and human resources management and information management. The incumbent will need to develop and maintain excellent, efficient, robust, viable and friendly management, finance, staffing, information, and administrative systems.

**CONTENT**

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1 <b>STRATEGY OVERSIGHT</b>	10%	<ul style="list-style-type: none"> <li>• Provide support to the PIs regarding strategic oversight of the PALM-TREES project</li> <li>• Provide support to the PIs in interactions with informal Advisory Board</li> <li>• Maintain positive relationships with the funding agency (IDRC Project Team)</li> </ul>	Effective support provided to Director
2 <b>PMU Management</b>	90%	<ul style="list-style-type: none"> <li>• Manage the PMU staff and own activities so that PALM-TREES PMU objectives (<b>see below</b>) are achieved.</li> </ul>	PALM-TREES project is successfully managed.
3  <b>PMU Objectives / Responsibilities</b> 1) <b>Project Coordination</b>	30% of the 90%	<ul style="list-style-type: none"> <li>• Proactively coordinate the activities of the PALM-TREES partners and facilitate collaboration between partners</li> <li>• Effectively manage the project activities of focal team leads and regional research leads and facilitate the coordination of research and non-research work-streams</li> <li>• Maintain project schedule and deliverables</li> <li>• Liaise with sponsor and/or legal department in formulating and revising contracts</li> <li>• Manage relationships with sponsors and ensure that contractual obligations are monitored and met in accordance with contractual obligations</li> <li>• Manage and facilitate (including logistics) the convening of PALM-TREES meetings (physical and virtual)</li> <li>• Manage and facilitate (including logistics) the convening of PALM-TREES related workshops (physical and virtual)</li> <li>• Support PALM-TREES research activities (field work, etc.)</li> </ul>	All project activities are effectively planned, implemented and have desired outcomes.
4  <b>PMU Objectives / Responsibilities</b> 2) <b>Reporting and M&amp;E</b>	20% of the 90%	<ul style="list-style-type: none"> <li>• Coordinate M&amp;E activities, including interactions with M&amp;E consultant and M&amp;E systems service provider.</li> <li>• Collate activity reports, edit for consistency, seek additional information where necessary, and maintain accurate record keeping.</li> <li>• Support research partners in fulfilling their research objectives by ensuring that deadlines are met</li> <li>• Coordinate and lead the writing of consortium level reports to funders.</li> <li>• Ensure that project partners contribute timeously to consortium reports and that partner reporting occurs on time.</li> </ul>	Reporting and M&E is instituted and maintained for consortium and that partners are up to date on all reporting and M&E requirements.
5  <b>PMU Objectives / Responsibilities</b> 3) <b>Financial Management</b>	20% of the 90%	<ul style="list-style-type: none"> <li>• Maintain oversight of financial reporting by project partners to IDRC</li> <li>• Maintain consortium-wide financial monitoring to the PMU.</li> <li>• Ensure that existing financial controls at UCT are complied with and that project-specific controls are instituted and maintained and that financial reports are accurate reflections of project activities.</li> <li>• Provide tracking and reporting systems which enable efficient and sound management to plan and monitor the project to ensure that there are clear plans, budgets, procedures and regular monitoring and reportback procedures so that PALM-TREES remains responsible and accountable</li> </ul> <p><u>Budgeting</u></p> <ul style="list-style-type: none"> <li>• Yearly: draw up PALM-TREES operational budget in consultation with the Director and Partner PIs.</li> <li>• Monitor and adjust budget from time to time.</li> </ul> <p><u>Financial transactions</u></p> <ul style="list-style-type: none"> <li>• Ensure that all financial transactions are done as timeously as possible; liaise with Science Faculty, funders and partners when there are problems.</li> </ul>	Financial management and oversight is instituted and maintained and that reports are an accurate reflections of the projects activities.

			<ul style="list-style-type: none"> <li>• Ensure that invoices for claims &amp; reimbursements, credit notes, journals and receipt requisitions are generated timeously.</li> <li>• Ensure that funds are available for costs to be met and, if necessary, authorize journal transfers.</li> <li>• Ensure overhead and time cost transfers from project income are done on a regular basis.</li> <li>• Annually review closing and opening entries to ensure they are captured correctly on system.</li> </ul> <p><u>Financial Reporting:</u></p> <ul style="list-style-type: none"> <li>• Monthly: PALM-TREES fund reports - income and expenditure and balance</li> <li>• Yearly: Prepare annual financial report and budget for the next year.</li> <li>• Ad hoc: Prepare financial statements for clients and funders (plan into a schedule, if possible); liaise with external auditors; project partners; adjust existing budgets if necessary.</li> <li>• Consult with Project Leaders at frequent intervals to provide them with a financial report detailing income/expenditure and assist them with enquiries.</li> </ul> <p><u>Contracts</u></p> <ul style="list-style-type: none"> <li>• Liaise with IDRC to ensure that all contracts are properly formulated, reviewed and signed.</li> <li>• Liaise with IDRC and Faculty Finance Office to ensure pre and post award processes, including cost recovery are followed.</li> </ul>	
6	<b>PMU Objectives / Responsibilities 4) Organizational and HR Management</b>	10% of the 90%	<ul style="list-style-type: none"> <li>• Manage other PMU staff, by mentoring, coaching and facilitate their development and performance manage the staff.</li> <li>• Work with the Director to ensure all annual HR processes are completed.</li> <li>• Contribute to the recruitment process for Administrative and Academic Staff as well as student appointments and all contract appointments.</li> <li>• Take responsibility for new staff induction as well as ensuring that the induction file is up to date.</li> <li>• Administer all HR forms.</li> <li>• Assist the PIs in managing employment relations (grievance, discipline and conflict resolution)</li> <li>• Be a point person for safeguarding issues. Will coordinate with advisory committee (includes PIs and two other identified advisors) when an issue is raised.</li> <li>• Handle contracts with short-term consultants.</li> <li>• Obtain and monitor timesheets of professional staff and consultants.</li> <li>• Ensure timeous payment of contract staff and other ad hoc appointments.</li> </ul>	Contribute to shape a healthy and successful project through effective supervision of the administrative staff.
	<b>PMU Objectives / Responsibilities Communications and Knowledge Management</b>	10/90%	<ul style="list-style-type: none"> <li>• Manage the PALM-TREES communications officer.</li> <li>• Act as the focal point and internal communications hub for the PALM-TREES partners, ensuring the circulation of information between consortium members</li> <li>• Have oversight of all communication and outreach activities for the consortium.</li> <li>• Oversee the maintenance and development of PALM-TREES Website.</li> <li>• Ensure that PALM-TREES news and information is always up to date.</li> <li>• Ensure that PALM-TREES internal and external knowledge management is established and up to date.</li> <li>• Evaluate the efficacy of the information flow; adapt and change when and if necessary.</li> </ul>	<p>Web page is kept up to date and accurate.</p> <p>Knowledge management system is used by all and kept up to date.</p> <p>Communication products are produced to good quality and disseminated widely.</p>

### MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> <li>Minimum of a Masters degree in a field relevant to physical geography / environmental science / atmospheric science / oceanography / climate science / climate change vulnerability, impacts and adaptation</li> </ul>			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>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.</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>Project Management skills.</li> <li>Proven staff management abilities.</li> <li>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.</li> <li>Fundamental skills: Report writing; Ability to read and synthesize research papers and report; Computer Literacy in MS Office suite and e-mail; high level of proficiency in MS Excel and ERP experience essential.</li> <li>Willingness and flexibility to frequently travel in and out Africa</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of general financial system and forms (UCT is advisable)</li> <li>Knowledge of research administration procedures, including knowledge of key components of contracting and ethics review</li> <li>Knowledge of structure, format, audience and other aspect of training, seminars, conferences, and workshops needed to support the planning and implementation of successful events.</li> <li>General research knowledge</li> </ul>			
Professional registration or license requirements	Driver's License, Valid Passport			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<ul style="list-style-type: none"> <li>Qualification (or equivalent practical experience) in project and/or office management</li> <li>Previous experience in climate change research project management</li> <li>Proficiency in SAP.</li> <li>Familiarity with MS-Project or equivalent package.</li> <li>Familiarity with a tertiary education environment.</li> <li>Project management skills applied in a research environment.</li> <li>Honesty and ability to handle cash or finances</li> <li>Interest and willingness to work closely with the team to grow the PALM-TREES brand and realise the PALM-TREES vision</li> </ul>			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	<ul style="list-style-type: none"> <li>Strategic planning and management skill</li> <li>Organizational skills</li> <li>Building partnerships</li> <li>Facilitating change</li> <li>Resolving conflict and tensions</li> <li>Research support skills</li> </ul>	2	<ul style="list-style-type: none"> <li>Communication skill</li> <li>Writing skill</li> <li>University awareness</li> <li>Safety awareness</li> <li>Client/student service support</li> <li>Teamwork / collaboration</li> <li>Analytical thinking/Problem solving</li> </ul>	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	<p>Research support            Coordination of the Research Programme and Individual research Projects            Communication &amp; stakeholder management            Project implementation            Support staff/student/interns            General research administration</p>
Amount and kind of supervision received	<p>Limited supervision. CM is expected to take initiative and work independently though as part of PALM-TREES team.            Where tasks are unfamiliar, line manager will assist CM to execute tasks once, and CM is expected to keep record of advice given for future tasks</p>
Amount and kind of supervision exercised	<p>The CM is expected to supervise and provide guidance to the Administrator and give guidance and direction to research staff on the implementation of grant-funded and progress thereof.</p>
Decisions which can be made	<p>Logistic and resultant communication of setting workshop or course or events or training            Social media communication decisions            Team communication and coordination</p>
Decisions which must be referred	<p>Final approval of budgets            Final approval of grants applications            Legal queries related to RC&amp;I engagement            Final approval of soft skill training implementers            Key communication to stakeholders (not routine info)            Date of events to be organized</p>

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Faculty Finance / HR, RC&I, Central Finance / HR; student cohort, PALM-TREES staff, EGS dept, Research Office
External to UCT	Stakeholders, PALM-TREES collaborators and funders