



OPERATIONS MANAGER: H3D DRUG DISCOVERY CENTRE (Payclass 10;3-year contract)

Drug Discovery & Development Centre (H3D)

Faculty of Science

The Drug Discovery and Development Centre (H3D) is an interdisciplinary, soft-funded research unit at the University of Cape Town (UCT) with > 70 staff members. H3D staff and laboratories are situated across three sites on the UCT Campus. H3D is seeking to appoint an Operations Manager on a 3-year contract from July 2023. The main purpose of this position is to support the H3D Drug Discovery and Development Centre operational activities. This includes support for the H3D drug discovery service platform, managing the H3D website and social media platforms, coordinating H3D reporting and evidence collection, events management and support for H3D recruitment processes.

Requirements for the job

- NQF6 or Diploma in a relevant discipline. E.g. Communications, marketing, operations management, or public relations
- **3 years** relevant experience in an operations management or similar supporting role in a **scientific research environment**
- Excellent written and verbal communication,
- Strong interpersonal skills
- Attention to detail, highly organized, ability to work to strict deadlines

Advantages

- Website maintenance experience
- Comfortable in learning new software and proficient with various communication platforms (MS Teams, Twitter, LinkedIn etc)
- Basic knowledge of scientific disciplines aligned to drug discovery (chemistry/pharmacology/biology etc) would be an advantage

Responsibilities

- Communication and Marketing, and Website Management
 - Develop social media plans and content calendars
 - Draft copy
 - Develop templates
 - Maintain and update social media platforms and website
- Manage H3D Service Platform
 - Point of contact for H3D service clients
 - Produce monthly report on H3D platform assays
 - Update assay costing annually
- Support reporting and project administration
 - Coordinate preparation of technical and scientific reports
 - Coordinate, collect and collate reporting evidence, including timesheets
 - Assist with logging Material Transfer Agreements and Non-Disclosure agreements and following up with collaborators to get these in place
- Support H3D recruitment processes
 - Prepare HR documents for approval by director
 - Track recruitment processes
 - Service selection committees PC8 and below
 - Serve as general induction officer for H3D
- Event Management
 - Support internal and external event planning, logistics and associated communications
 - Assist with hosting guests and collaborators.

The annual remuneration package for 2023, including benefits is R580 137 to R682 513

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

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter stating your suitability for the role
- 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 a competency test.

For more information about the position please contact Susan Winks at susan.winks@uct.ac.za.

Telephone: 021 650 3469

Website: www.h3d.uct.ac.za

Reference number: E230233

Closing date: 05 June 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.