



## ACADEMIC COORDINATOR (LECTURER LEVEL)

### Climate System Analysis Group (CSAG)

### Faculty of Science

Applications are invited for the post of Academic Coordinator within the Climate System Analysis Group (CSAG). The immediate need for this position stems from the award of the Cascading Climate and Health Risks in Africa (CASCADE) project. CASCADE is a multi-partner, multi-million dollar four-year consortium, funded through the second phase of the Developing Excellence in Leadership, Training and Science (DELTAS II) Africa programme. The CASCADE consortium includes academic and non-academic organizations across Ghana, South Africa, Uganda and Zimbabwe, the United States and Europe. The main aim of the project is to advance understanding of critical urban health challenges through applying a complex system framing, and through promoting deep transdisciplinary engagement that furthers collaboration and integration of science and decision-making in African cities. Capacity development is also a core component of CASCADE. CSAG will work with The University of Ghana, Chinhoyi University of Technology, Makerere University, the Global Change Institute (University of Witwatersrand), The African Population and Health Research Center (APHRC), Red Cross Red Crescent Climate Centre and START International to work towards CASCADE aims.

The main purpose of the academic coordinator is to lead large-scale, multi-partner, multi-disciplinary projects such as CASCADE. The coordinator will work with project PIs to design research strategies and enable collaboration across locations and disciplines (Across Africa, Europe and America in the case of CASCADE). The role includes aspects of senior level management including oversight of research activities, financial reporting, monitoring and evaluation, ensuring project deliverables and activities from 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 system with the project members, post-docs, administrative and finance staff, and institutional contacts with the funding agencies.

The position is based in EGS at the University of Cape Town, South Africa, and is a **4-year contract position**.

#### Requirements for the job:

- A Masters or PhD degree, related to climate change, vulnerability, impacts and adaptation.
- At least 3 years' experience in the project and programme management field, with proven strategic, analytical and interpretive abilities.
- Broad knowledge and understanding of the research environment.
- Financial management processes and principles.
- Project coordination experience, human, organizational and communication skills.
- Fundamental skills: Report writing; presentation skills; computer literacy.
- Willingness and flexibility to travel in Africa and Europe.

#### Advantageous experience:

- Understanding of (and experience in) transdisciplinary co-production of knowledge
- Working in cross-cultural contexts in Africa.
- Previous experience in climate change research project management
- Familiarity with a tertiary education environment.
- Project management skills applied in a research environment.

The current annual cost of employment, including benefits, is R853 709 per annum.

**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.

**Telephone:** 021 650 3469

**Website:** [www.egs.uct.ac.za](http://www.egs.uct.ac.za)

**Reference number:** E230237

**Closing date:** 16 June 2023

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UCT reserves the right not to appoint.