



GRANTS COORDINATOR

(Payclass O9;3-year contract)

Faculty Research Office

Faculty of Health Sciences

Applications are invited for the post of Grants Coordinator for the Faculty of Health Sciences at the University of Cape Town. This is a full-time, 3-year contract position. The purpose of this position is to provide grants administrative support to researchers from the Faculty of Health Sciences applying for national and international grants. This will entail identifying funding calls, promoting them via internal communication channels, and being the expert port of call for the proposal submission process.

Requirements:

- Honours degree (NQF8)
- At least 3 years' relevant experience in securing or administering research grants in the higher education environment or science council or funding agency
- Experience in managing processes, workflows and systems in a demanding environment
- Ability to work with online research funding platforms, e.g. NRF Connect, Proposal Central, ASSIST
- Experience working for a higher education institution
- Excellent written and verbal communication skills
- Computer skills, particularly word-processing software, spreadsheets and databases, and web-based platforms

Advantages:

- Working knowledge of the higher education research environment.
- Master's degree with a research component.
- Working knowledge of the research funding landscape, particularly health research

Responsibilities:

- Specialist support and guidance facilitating submission of national and international funding proposals by UCT's Faculty of Health Sciences researchers
- Searching for and identifying high-impact international funding opportunities for Faculty of Health Sciences researchers
- Facilitating the submission process using grants software of funders
- Proposal Quality Assurance - working in close collaboration with researchers and faculty finance staff to ensure proposals are complete and that they conform to the funder's rules and guidelines
- Guidance (of both academic and administrative staff) in using internal UCT review processes and in different funder requirements and online submission procedures
- Facilitating the internal proposal review process via UCT's Electronic Research Administration (eRA) system
- Organising training workshops for international grants submission and review processes
- Supporting the Research Development Manager and/or Project Manager: Proposal Development in the development of major, collaborative grant applications

The annual remuneration package, including benefits is between R465 633 and R547 802.

To apply, please e-mail the below documents in a **single pdf file** to Ms Tracy Moore at recruitment05@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter that speaks to the specific requirements of the position, 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 5405

Website: <http://www.health.uct.ac.za/>

Reference number: E230250

Closing date: 28 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.