



RESEARCH CONSORTIUM OPERATIONS MANAGER

(Payclass 10)

Environmental Humanities South (EHS)

HUMANITIES

Position: Research Consortium Operations Manager

Introductory paragraph

Environmental Humanities South (EHS) is an accredited research centre based in the humanities Faculty, with a remit to coordinate and stimulate transdisciplinary research and teaching on environmental thought and governance practice, and to develop research and teaching partnerships with African and other international research institutions. It is largely self-funded, and its teaching is hosted and supported administratively (finance, teaching, admissions, examining and HR) by different departments in the humanities Faculty.

From 1 May 2023 to March 30 2027, EHS is leading a multi-partner, US\$4.4 Million research project titled [CzASE Studies \(Critical Zones Africa South and East\)](#), funded under the [DELTA Africa II Programme](#) led by the Science For Africa Foundation based in Nairobi.

CzASE Studies will be managed via a Consortium Management Unit (CMU) at EHS, directed by Professor Lesley Green. The purpose of the Research Consortium Operations Manager (COM) is to be responsible, under the direction of Professor Green, for managing strategically, operationally and financially the research grants and contracts of the programme.

The COM will be responsible for coordinating the financial operations and reporting for CzASE, and for ensuring that the six partner institutions align with the financial and administrative framework for [Good Grant Management Practice](#) as set out by the Science For Africa Foundation in its [policy framework](#) and additional funders. The COM will also be responsible for training the administrative partners in the project. Due to the multi-country partnership, a bulk of the management, communication and administration of the project will be electronically based.

The COM will also oversee the reporting of additional small grants to Environmental Humanities South.

Requirements for the job:

- A relevant NQF6 (or above) qualification, with specialization in business management/finance administration/organization development or closely related fields
- Research Finance and Management Experience:
 1. 10 or more years' experience in research administration and project management, with at least five years' experience at a senior level with appropriate accounting/finance experience, demonstrating a broad knowledge and understanding of financial and management accounting principles.
 2. Research contract management: experience of supporting contracted to fulfil agreements, policies and targets.
- Experience in international research partnership management.
- Staff management experience, which includes line management, staff development skills, and team management processes
- Excellent communication skills, including experience in verbal, written, and e-based communication using diverse e-platforms and e-modalities
- Excellent project management skills, including experience of running projects on the ground as well as virtually.
- Strong knowledge of university/research institution/NGO operational systems, particularly in research finance and HR
- Strong experience in donor liaison
- Familiarity with monitoring and evaluation of project production and processes.

The following will be advantageous:

- Portuguese: Verbal fluency: Basic; reading level: intermediate
- Familiarity with the operational, financial, and HR policies and systems for research management within the University of Cape Town
- Experience with the administrative support of postgraduate research students
- Strong experience of and interest in web-based profiling of research projects, including the capacity to create web-content; familiarity with Drupal would be especially advantageous.

Responsibilities:

- The principal purpose of the Consortium Operations Manager position is to address all aspects of senior level, international research consortium management, including:

Developing and maintaining management systems for: financial administration, staffing, research fund reporting and administrative training, inclusive of

- Budget planning, management, and reporting
- Training and mentoring partners' financial administrators (including leading research administration training workshops) as per the funders' policies and specifications.

Outputs Reporting:

- Managing the narrative reporting on research activities (including publications listings and M&E) as per UCT and donor requirements.

Staffing:

- Line manage the Administrative Assistant **in CzASE**
- Managing the contracting for Staff, Fellows and Employees appointed by Environmental Humanities South. This will include sitting on selection committees for the appointment of CzASE administrative staff.
- Continual liaison with the Programme Director on outflow of operations and processes, in order to inform strategy, ensure proactive trouble shooting, and maintain the smooth outflow of research production

Institutional:

- Optimising CzASE engagement with UCT institutional systems at a high level, including in the Research Office, Human Resources, Faculty and Central Finance, Properties and Services, and the Post-graduate Funding Office where needed.
- Monitoring operational performance and advising the Programme Director on potential improvements that will optimise administrative and management structures.
- As this is a new and complex research project, these responsibilities may not constitute an exhaustive list of all the tasks, and, in a changing environment, the specific tasks assigned may differ in detail, but the level of responsibility and overall nature of the work will remain the same.

The annual cost of employment, including benefits is R 580137 to R 682513

To apply, please e-mail the below documents in a **single pdf file** to Mr. Ian Peterson at recruitment02@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)
- Names and contact details of three references

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 3676

Website: <https://humanities.uct.ac.za/envhumsouth/czase>

Reference number: E230273

Closing date: 17 July 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.