



NOTES

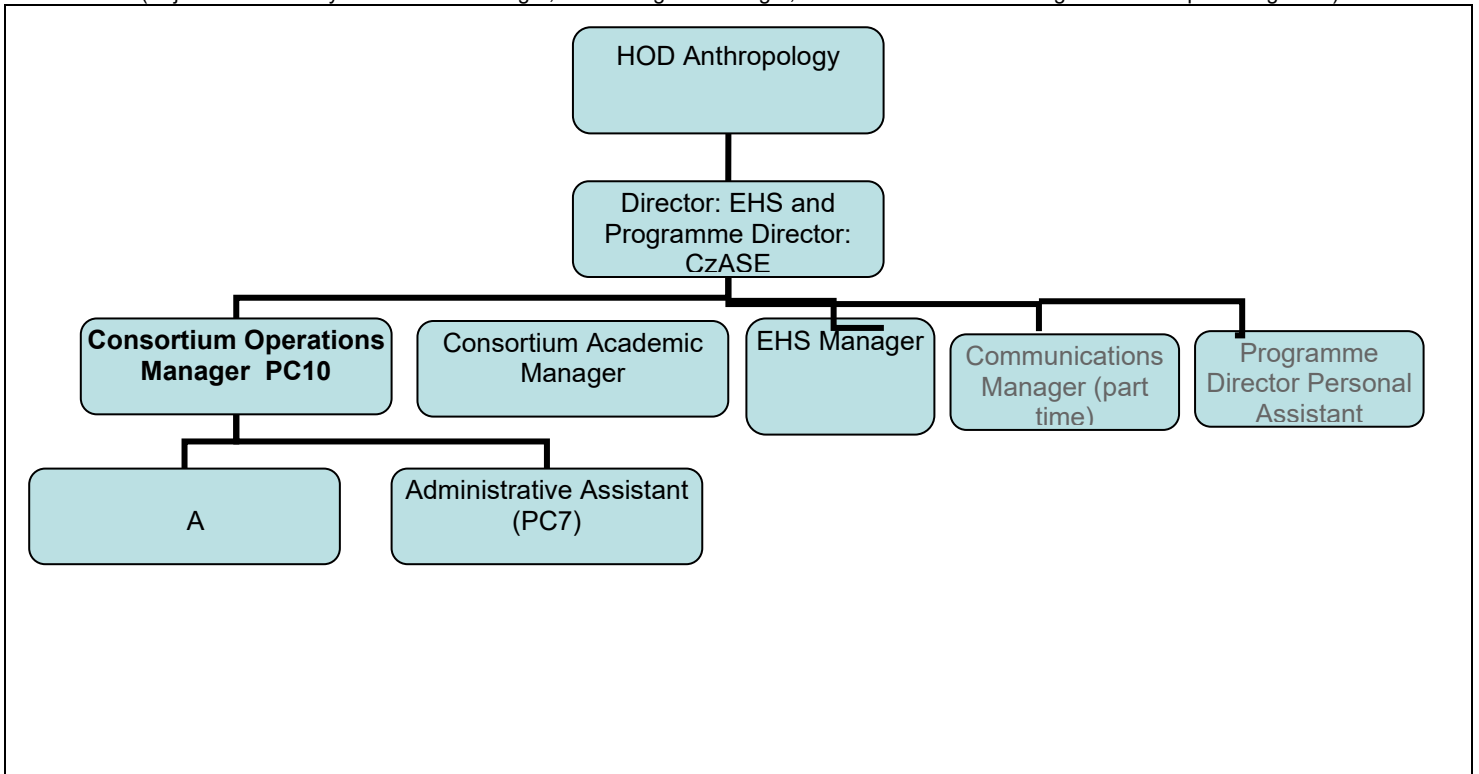
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	CONSORTIUM OPERATIONS MANAGER (COM)		
Job title (HR Business Partner to provide)	OPERATIONS MANAGER		
Position grade (if known)	PC10	Date last graded (if known)	
Academic faculty / PASS department	Humanities PASS		
Academic department / PASS unit	Anthropology		
Division / section	Environment Humanities South		
Date of compilation	28 March 2023		

ORGANOGRAM

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



PURPOSE

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 receives an annual operating budget from the DVC Research (R500 000 p a) and its teaching is hosted and supported administratively (finance, teaching, admissions, examining and HR) by the Anthropology Department in the Humanities Faculty.

From 1 April 2023 to March 30 2027, EHS will be 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 comprising the Programme Director, Prof Lesley Green; a Consortium Academic Training Manager (or CAM, Dr Nikiwe Solomon) and a **Consortium Operations Manager (or COM, which is this position)**. This Unit will report to an Advisory Board to be chaired by A/Prof Frank Matose.

The purpose of this position is to be responsible, under the direction of, and reporting to, the Programme Director, for managing strategically, operationally and financially the research grants and contracts of the programme.

The COM will be responsible for coordinating the financial operation, reporting and administrative training, and 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 oversee the reporting of additional small grants to Environmental Humanities South, including but not limited to the (current) Norwegian International Partnership with Oslo University, and the pending Erasmus Mundus Design Measures programme to be hosted by New Lisbon University (Nova Lisboa). The COM will recruitment and line manage an Administrative Assistant (50% at PC7)

Given that two project partners are Lusophone -- at Nova Lisboa and Eduardo Mondlane -- a working knowledge of Portuguese will be an advantage.

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

- **Developing and maintaining management systems** for:- financial administration, staffing, research fund reporting and administrative training
- **Budget planning, management and reporting**
 - Reporting to donors across all projects as per their timeframes.
 - Tracking UCT expenditure and reporting to the Programme Director on a weekly basis.
 - Monitoring Partner Institution expenditure on a weekly basis and providing monthly reports to the Programme Director, as well as alerts when problems arise.
 - Managing procurement of major bulk purchases eg computers; conference venues and other large expenses in terms of UCT and Science For Africa (SFA) policies.
 - **Working with UCT Central Finance** to secure timely annual disbursements from SFA and planning timely onward distributions to partner institutions.
 - **Training and mentoring partner's financial administrators** (including leading research administration training workshops) as per the funders' policies and specifications.
 - Assisting the Programme Director and UCT Central Finance to **monitor currency exchange rates and jointly advising on when to withdraw** from dollar-denominated investments within the ongoing operations framework.
- **Outputs Reporting:** Managing the narrative **reporting on research activities** (including publications listings and

M&E) as per UCT and donor requirements.

- **Contracts:** Assisting the Programme Director, Science For Africa and the UCT Research Contracts office (RCIPS) to **advise on the Consortium Partner Sub-Contracts and Terms of Reference** that are consistent with SFA and UCT policies, and continuing to monitor operational (financial, administrative and reporting) compliance with the signed contractual agreements.
- **Staffing:**
 - **Line Manage the UCT Administrative Assistant** appointment (AA duties will include travel and workshop logistics).
 - The COM will advise and/or sit on all administrative assistant **selection committees** at participating institutions.
 - **Managing all Human Resource contracts** for Staff, Fellows and Employees contracted by the project with SFA funds and associated grants. This includes monitoring when specific funded contracts (such as those of UCT-funded Fellows) will come to an end and advising the Programme Director and/or UCT HR on necessary courses of action to maintain valid HR contracts at all times.
- **Institutional:**
 - **Optimising CzASE engagement with UCT institutional systems** at a high level, including in the Research Office; Human Resources; 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.

This job description is not 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.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate</p>
1	Project Fund Management and Reporting	30%	<ul style="list-style-type: none"> • Developing and maintain management systems for:- financial administration, HR/staffing, research fund reporting and administrative training (related procedures and material). • Provide support to the Programme Director (PD) and Partner University Research Leaders (PURLs) regarding financial oversight of the CzASE project: spending and budgeting, forward planning and coordination with UCT Central Finance engagement with international banking systems • Provide tactical support to the Director in interactions with Steering Committee and Advisory Board on finance • Build and maintain excellent working relationship with Research Contracts and Innovation (RCIPS), Central Finance, Research Finance, Faculty Finance, Faculty Office and Faculty/central HR • Manage and oversight of project staffing and contracts. • Assist with the appointment and training of an international team of partner administrators • Monitor and improve partner reporting prior to sending to SFA • Maintain excellent working relationships with donor staff at Science For Africa in Nairobi in respect of all reporting requirements and policies • Manage, in partnership with HR and relevant Fellowship office (PGFO), all HR appointments and fellows hired by the Project at UCT • Manage the timely reporting of M&E findings from the HSRC to the Board of Advisors • Managing the narrative reporting on research outputs (including publications) as per UCT and donor requirements • Ensure correct procurement procedures. • Advise on, and manage corrective and/or disciplinary procedures when needed. • Maintain project schedule and deliverables • Coordinate and lead the writing of consortium level organisational reports to funders. 	<p>Effective oversight of financial and organisational management at EHS and all the partner university administrations.</p> <p>Partner University administrators are effectively trained in accordance with SFA systems</p>

2	UCT Internal Operations Management [systems]	10%	<p><u>Contracts</u></p> <ul style="list-style-type: none"> • Liaise with RCIPS to ensure that all contracts are properly formulated, reviewed and signed • Liaise with RCIPS and Faculty Finance Office to ensure pre and post award processes, including cost recovery are followed. • Liaise with sponsor and/or legal department in formulating and revising contracts <p><u>Coordination of communications portfolio:</u></p> <ul style="list-style-type: none"> • Public Facing Communications: Web and Data Archiving • Work with academic manager to track and communicate data archiving; ethics; • Responsible for ensuring high quality and up-to-date web communications <p><u>Monitoring and Evaluation</u></p> <ul style="list-style-type: none"> • Coordinate M&E activities, including interactions with M&E consultant; facilitate feedback to team; facilitate direct communications with SFA, Board and Chair of Board. • Collate activity reports, edit for consistency, seek additional information where necessary, and maintain accurate records. 	<p>CzASE is successfully managed.</p> <p>Reporting and M&E is instituted and maintained for consortium benefit</p> <p>Partners understand all reporting M&E requirements.</p> <p>Publications are logged.</p> <p>HR contract dates are noted and changes actioned timeously to avoid salary / email interruption</p> <p>high quality and up-to-date web communications are implemented</p>
3	Partner University Systems and Policy Alignment	5%	<ul style="list-style-type: none"> • Ensure compliance with SFA policies and procedures as set out by SFA on their Policies website • Maintain a database of SFA, UCT and CzASE partner policies on research protocols (such as ethics), finance, and HR, authorship, funding, bullying etc • Manage partner admin staff, by mentoring, coaching and facilitate their development and performance manage the staff. • 	<p>Policy compliance in respect of all partner institutions in this project</p> <p>Policy database for ease of access</p> <p>Excellence in all aspects of research management</p> <p>Contribute to shape a healthy and successful project through effective supervision of the</p>

4	Human Resource Management (Project)	10%	<ul style="list-style-type: none"> • Develop and manage the HR procedures for the unit. These includes HR processes around employee relations, recruitment & selection, induction & orientation, staff appointments and staff records. • Ensure compliance with relevant HR policies and HR administration deadlines • Administer all HR forms in line with relevant policy and procedures and retain records thereof. • Manage and coordinate the recruitment of talent in the project. This includes the management and coordination of all student, administrative and academic appointments in line with sound HR practice. (should also actively serve and/or support selection committees). • Manage all HR appointments across the projects in line with relevant labour, policies, good practice and procedures. • Administration of HR contracts for staff and fellows hired by the Project at UCT • Obtain and monitor timesheets of professional staff and consultants • Facilitate the appointment of fellows through the Postgraduate Funding Office • Manage the orientation and induction process of all staff. • Provide staff with clear direction in their positions through individual / team objective setting and effect appropriate leadership in the attainment of these goals. • Manage consultant contracts. • Ensure timeous payment of contract staff and other ad hoc appointments in coordination with central HR. • Assist the Director in managing employment relations of line reports (grievance, discipline and conflict resolution). • Timely reallocation of salaries between funds as needed. • Support the management of partner administrative staff by developing effective performance management systems and mentoring, coaching and facilitating their development • Support HR planning through regular reviewing of staffing levels and capacity and making recommendations for improvement. • Work with the Director to ensure all annual HR processes are completed. 	<p>Training and mentoring partner finance officers</p> <p>Partner University administrators are effectively trained in accordance with SFA systems.</p> <p>HR contract dates are noted and changes actioned timeously to avoid salary / email interruption.</p> <p>Facilitating improvements in organisational structures</p> <p>Performance management and disciplinary procedures are instituted in cases of poor performance or poor conduct.</p> <p>HR paperwork is completed accurately and submitted within the departmental HR deadlines</p> <p>Work schedules are in place for all staff</p>
---	--	-----	--	--

5	Resource Management: People	5%	<ul style="list-style-type: none"> • Manage line reports in line with good management practice and organisational goals. • Line manage Administrative Assistant function that is responsible for: <ul style="list-style-type: none"> ○ Travel coordination ○ Workshop and event coordination ○ HR administration ○ Bursary administration and management ○ Course registrations ○ Publications Administration and Reporting • Effective performance management of administrative staff and research Administrators. • Manage the workflow of Administrative staff, ensuring that it is efficient and effective and in line with the administrative needs of the wider department. • Monitor and advise on workload redistribution as needed in order to ensure equity. • Ensure that line reports have the resources and capacity to fulfil their mandate. 	<p>Line management is effective</p> <p>Administrative Staff feel that tasks are fairly allocated</p> <p>Administrative staff understand what is required from them</p> <p>Administrative staff are well trained and able to work as a team across the partner universities</p> <p>Administrative staff provide excellent support to Partner University Research Leaders</p>
---	--	----	---	---

6	<p>Financial Management</p>	35%	<p><u>Budget planning, management and reporting</u></p> <ul style="list-style-type: none"> • Reporting to donors across all projects as per their timeframes. • Tracking UCT expenditure and reporting to the Programme Director on a weekly basis. • Monitoring Partner Institution expenditure on a weekly basis and providing monthly reports to the Programme Director, as well as alerts when problems arise. • Managing procurement of major bulk purchases eg computers; conference venues and other large expenses in terms of UCT and SFA policies. • Working with UCT Central Finance to secure timely annual disbursements from SFA and planning timely onward distributions to partner institutions. • Assisting the Programme Director and UCT Central Finance to monitor currency exchange rates and jointly advising on when to withdraw from dollar-denominated investments within the ongoing operations framework. <p><u>Financial transactions</u></p> <ul style="list-style-type: none"> • Ensure that all financial transactions are done as timeously as possible; liaise with Humanities Faculty Finance Office; funders and partners when there are problems. • Ensure that invoices for claims & reimbursements, credit notes, journals and receipt requisitions are generated timeously. • Ensure that funds are available for costs to be met and, if necessary, authorize journal transfers. • Ensure overhead and time cost transfers from project income are done on a regular basis. • Annually ((or as required by Donor) review closing and opening entries to ensure they are captured correctly on system. <p><u>Financial Reporting:</u></p> <ul style="list-style-type: none"> • Monthly: fund reports - income and expenditure and balance • Yearly: Prepare annual financial report and budget for the next year. • 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. • Consult with Project Leaders at frequent intervals to provide them with a financial report detailing income/expenditure and assist them with enquiries. 	<p>Financial management and oversight is instituted and maintained</p> <p>Reports are an accurate reflection of the projects activities.</p>
---	------------------------------------	-----	---	--

MINIMUM REQUIREMENTS

Minimum qualifications	Relevant NQF6 qualification			
Minimum experience (type and years)	<ul style="list-style-type: none"> • Research Management Experience: <ul style="list-style-type: none"> ○ 10 or more years' experience in research administration and project management at a senior level with appropriate accounting/finance experience, demonstrating a broad knowledge and understanding of financial and management accounting principles ○ Research contract management: experience of supporting contractees to fulfill agreements, policies and targets ○ Experience in international research partnership management • Financial management experience • Demonstrated Research Project Management skills. • Line management experience 			
Skills	Financial management skills Staff management skills Strong Communication skills Strong organisational skills Strong coordination skills Ability to translate strategy into operational goals			
Knowledge	Relevant accounting and financial reporting standards Relevant labour law as it relates to staff management Extensive knowledge of UCT operational systems, particularly in research finance and HR			
Professional registration or license requirements				
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"> • Familiarity with the UCT research environment and eRA. • Experience in donor financial and organisational report writing • Experience in research proposal development and budgeting • Familiarity with Monitoring and Evaluation processes • Familiarity with Research Policy frameworks • A degree in any field OR extensive experience of working in a university environment • Experience in managing staff (in terms of performance, learning & development and conduct) • Experience in dealing with students and researchers • Portuguese will be a distinct advantage: <ul style="list-style-type: none"> ○ Verbal fluency: Basic ○ Reading level: Intermediate 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Adaptability	3	Decision making/judgement	2
	Analytical/problem solving	3	Information management	2
	Coaching and Developing Others	3	Initiative	3
	Communication	3	People Management	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Project Fund Management and Reporting Operations Management: Contracts; Communications; M&E Consortium Systems and Policy Alignment HR: Recruitment & Selection; Appointments; Orientation and induction; Contracts; Performance Management; Employee Relations (all should be done in consultation/support of faculty HR) Financial Management Support staff management
Amount and kind of supervision received	Engaging with the Programme Director on a daily basis Support available from Science For Africa Foundation financial management team and the UCT Humanities Faculty Finance division
Amount and kind of supervision exercised	Train and Assist Partner University Research Administrators Manage UCT Research Administrative Assistant
Decisions which can be made	Propose Consortium Operational Processes Day to day Operational decisions in line with SFA Policies and all applicable UCT policies Procurement purchases up to R15 000 Performance reviews: Administrative Staff First draft of Fund Reports
Decisions which must be referred	Programme Director to approve initial operational processes and review systems bi-annually in dialogue with COM, Board, PURLs and M&E advice Strategic Operational decisions Matters that may fall outside of SFA Policy Procurement over R15000 Fund Reporting to be approved by PD

CONTACTS AND RELATIONSHIPS

Internal to UCT	Prof Lesley Green, Programme Director: CzASE, EHS, UCT A/Prof Frank Matose, Chair of the Board of Advisors, CzASE, and EHS Associate Director, UCT Dr Nikiwe Solomon, Consortium Training Manager, CzASE/ EHS, UCT RCIPS; Faculty and Central HR; Faculty and Central Finance; PGFO (Fellowships); Relevant Faculty Offices
External to UCT	Emmah Ndirangu, DELTASII Africa Finance Manager, Science For Africa Foundation Dr Edmore Marinda, M&E Manager: CzASE, Human Sciences Research Council