



SENIOR COORDINATOR: GRANTS MANAGEMENT

(Payclass 11)

RESEARCH SUPPORT SERVICES

Research Office

We seek to attract a suitably experienced and qualified individual to the post of Senior Coordinator: Grants management, Research Support Services, located in the central Research Office. The incumbent will lead the grants management team through the provision of high-level support for various funding-related processes, procedures and programmes, including the University Research Committee (URC) and the National Research Foundation (NRF). The incumbent will work closely with the Research Support Services team, to provide a seamless service supporting research at the University of Cape Town (UCT).

Requirements for the position:

- Master's degree (NQF 9)
- At least 3 years' relevant experience in securing or administering grants in a higher education environment, science council, funder or funding agency.
- Knowledge of the higher education sector (either as an academic or administrator) and working knowledge of the research funding landscape
- Supervision/staff management experience
- A demonstrable ability to manage processes, workflows, and systems in a demanding environment.
- A demonstrable ability to contribute to the research enterprise through skilled relationship building.
- Ability to work with online funding platforms.
- Excellent written, verbal communication and presentation skills
- Proficient computer skills, particularly word-processing software, spreadsheets and databases, and web-based platforms.
- Significant initiative and judgement are required, while working within a complex organisational environment
- Excellent time management skills with the ability to handle the administration of projects within tight timeframes and perform under pressure.
- Basic financial administration skills and the ability to prepare budgets using online systems/templates.

Responsibilities:

- Administration of internal (e.g., URC and strategic funding initiatives) and national grants programmes, from pre-award through to post-award and close-out
- Servicing of internal funding committees including URC and strategic funding programmes
- Ensuring the timely disbursement of funds through the various committees and governance structures
- Maintaining up-to-date databases of the various funding programmes and committees
- Providing accurate financial reporting of funded programmes.
- Managing staff in line with UCT's performance management system
- Coaching and effectively leading the team to achieve the objectives of the Research Office
- Ensuring excellent, consistent levels of service delivery to all stakeholders and managing stakeholder relationships, including the building of optimal client relations

The following will be advantageous:

- Managing a team
- Proven experience in coordinating pre-and post-award functions at an institutional level.
- Experience in managing processes, workflows, and systems in a demanding environment.

The annual remuneration package for 2023, including benefits, is between R711 889 and R837 514.

To apply, please e-mail the below documents in a single pdf file to Ms Hlubi Ntsizi at recruitment07@uct.ac.za

UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)

- Motivation Letter, 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 competency assessments.

Telephone: 021 650 2163

Website: <https://www.uct.ac.za/research-support-hub>

Reference number: E230283

Closing date: 31 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 including candidates with disabilities. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.