



## **SENIOR OFFICER: POSTDOCTORAL FELLOWSHIP ADMINISTRATION** (Payclass 09;2- year fixed-term contract)

### **POSTGRADUATE FUNDING OFFICE**

The Postdoctoral unit, located within the Postgraduate Funding Office (PGFO), is responsible for the management and administration of the entire administrative life cycle of postdoctoral fellows from enrolment to completion. Further, the unit is responsible for the management of all postdoctoral fellowships at UCT and monitors the postdoctoral sectors and the development of policies and procedures.

The UCT Postdoctoral unit in collaboration with the National Institute for the Humanities and Social Sciences (NIHSS) have established a Postdoctoral Research Fellowship (PDRF) Programme. The overall mandate of the NIHSS is to develop and set up the institutional and logistical framework for the envisioned higher education institution for the Humanities and Social Sciences (HSS). The role of the NIHSS is, broadly, to enhance and support the HSS in South Africa and beyond. The UCT Postdoctoral unit seeks to appoint a suitably experienced incumbent to the position of **Senior Officer: Postdoctoral Fellowship**. This is a two-year contract position, for filling with immediate effect. The main purpose of the position is to contribute to the overall service provided by the Postdoctoral unit within the PGFO, with focus on providing high-level coordination of pre- and post-award of the National Institute for Humanities and Social Sciences (NIHSS) fellowships. The incumbent will be responsible for the entire life cycle administration for these postdoctoral fellows from enrolment to completion. Additionally, they will provide support in facilitating capacity development initiatives. Further renewal of this contract will be dependent on extension of funding from the NIHSS.

#### **Requirements:**

- A NQF 6 qualification.
- Four years' relevant experience in a university or research council environment.
- Exposure and/ or experience with an ERP\* or grants administration system (e.g., SAP, PeopleSoft, eRA, NRF Connect).
- Demonstrable client servicing skills, with a strong researcher-oriented or funder focus.
- Demonstrable experience in financial reporting.
- Proven organisational and planning skills.
- Ability to multi-task and meet competing deadlines.
- Meticulous attention to detail.
- Ability to work under pressure.
- Excellent interpersonal and teamwork skills.
- Proficiency in MS Office Suite and database management.
- Excellent written, and verbal communication and presentation skills.
- Maintain high level of confidentiality.
- Honesty to handle finances.

(\*Enterprise resource planning (ERP) is software used by a company to manage key parts of operations)

#### **Responsibilities:**

- High level coordination of the postdoctoral funding life cycle from enrolment to completion, with a focus on the NIHSS Postdoctoral awards.
- Collaborating with support offices across UCT to ensure exposure to capacity building of the NIHSS postdoctoral cohort.
- Client, fellows, and stakeholder liaison.
- Servicing officer for selection committees and processes.
- Monitoring and management of postdoctoral fellowship payments administration.
- Providing support for online funding platforms and system administration pertaining to postdoctoral fellows.
- Preparation, compilation, and submission of funder reports.
- Processing of annual progress reports and renewal applications.
- Responding to queries (telephonic, written and walk-in).

#### **The following would be advantageous:**

- A postgraduate qualification at NQF 8.
- Experience with PeopleSoft or similar grant administration system.
- Relevant experience in a postgraduate environment.
- Knowledge of UCT Policies and Procedures.

The annual cost of employment in 2023, including benefits is R465 633 – R547 802.

Any questions of clarity about this post can be referred to Mrs Chantal Swartz [crv.swartz@uct.ac.za](mailto:crv.swartz@uct.ac.za)

**To Apply**, please e-mail the below documents in a **single pdf file** to Mrs. Ambrance Titus at [ambrance.titus@uct.ac.za](mailto:ambrance.titus@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Detailed motivation for your application, 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 tests.

**Telephone:** 021 650 4539

**Website:** <http://www.students.uct.ac.za/students/fees-funding/postgraduate-degree-funding>

**Reference number:** E23937

**Closing date:** 13 October 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](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf)."*

UCT reserves the right not to appoint.