



PROJECT CO-ORDINATOR FOR THE AFRICAN BIOIMAGING CONSORTIUM

(Payclass 09; 27 months contract)

**Department of Pathology and
Institute of Infectious Disease & Molecular Medicine**

Faculty of Health Sciences

The African BioImaging Consortium (ABIC) is an international initiative working to grow and empower the microscopy research community in Africa. Working with life scientists in Africa, ABIC aims to foster collaborations and enhance access to microscopy technologies on the continent. Key activities include online and hybrid community programs, as well as the development of a centralized web-based resource with regularly updated content and links to relevant information and accessible opportunities.

ABIC invites applications from self-motivated, suitably qualified candidates for the role of Project Co-Ordinator. Funded by a Chan Zuckerberg Initiative grant, this 27 month contract position will support the running of ABIC through the co-ordination and execution of the day-to-day operations. Key responsibilities will include: administrative support, the development and upkeep of online infrastructure, community interfacing, and assistance in growing connections with Africa-based researchers and members of other educational initiatives, industry, and global partners.

The successful appointee will be based at the Institute of Infectious Disease & Molecular Medicine (IDM) in the University of Cape Town's Faculty of Health Sciences and will report to the ABIC Executive Committee. The position encourages independence in building and adapting methods to engage with community members, develop various aspects of the project, as well as construct/manage information databases and similar resources. The position may require intermittent travel within Africa and potentially globally.

Requirements for the job:

- MSc in the life sciences (cell biology, microbiology, genetics, botany, biotechnology, bioengineering, biophysics, or similar) with evidence of involvement in communications, community development or outreach, project management, policy development, or similar; **OR**
- BSc (Hons) in the life sciences, with 2-3 years' post qualification experience in professional communications, community development or outreach, project management, policy development, or similar.
- Excellent communication, time-management, and organisation skills.
- The ability to work adaptably under pressure and to meet tight deadlines.
- The ability to work both independently and in multinational and multicultural teams.

The following will be advantageous:

- Experience in administration, and database and information management.
- Experience in event organization.
- Experience in website development (with common online tools and platforms).
- Leadership experience.
- Competency in French, Arabic, and/or Portuguese.

Responsibilities:

- General administrative and operational tasks including meeting scheduling, minute keeping, maintenance of records, budgeting, and travel arrangements, where appropriate.
- General network communications and correspondence, including compilation and distribution of community newsletters and maintenance of ABIC's social media presence.
- Assistance with grant applications, grant reporting, and other management and coordination documents.
- Working with ABIC leadership, working groups' leaders, network members, and partner networks and initiatives, to efficiently and effectively advance ABIC projects, build the community, and solve problems and provide solutions as they arise.
- Co-ordination of application processes and administration of fellowships and other programs administered through ABIC.
- Establish and develop information and project management processes and systems to improve the impact and sustainability of ABIC.
- Develop and maintain the ABIC website and content such as news and blog pieces, and other online features in collaboration with ABIC community members.
- Assistance with community event organisation (online and hybrid), including scheduling, promotion, and logistics such as booking venues, catering and travel and accommodation arrangements.
- Active engagement with relevant skills building and knowledge development programs or opportunities.

The annual cost of employment, 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: www.africanbioimaging.org

Reference number: E230369

Closing date: 22 November 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.