


HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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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	Junior Research Fellow		
Job title (HR Business Partner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	FHS		
Academic department / PASS unit	IBMS		
Division / section			
Date of compilation	2023/06/19		

ORGANOGRAM

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

PURPOSE

The purpose of this position is provide scientific, technical and organizational support to MB&I as well as some teaching duties to the IBMS Honours Programme.

Scientific & Research Impact

- Conduct a variety of tasks in an R&D laboratory requiring specific scientific or technical knowledge and laboratory techniques with regular input from supervisor
- Perform routine data generation and routine laboratory activities in support of R&D projects/programs
- Help address concerns and issues with data generation as they arise
- Help implement improvement in the laboratory
- Provide basic data analysis
- Document own experiments in accordance with MB&I lab notebook policies (including tables, graphs, etc.)
- Share results with supervisor on an ongoing basis
- Help manage lab space and equipment, including the maintenance, calibration and validation of laboratory equipment at MB&I and, where applicable, at IBMS/IDM

- Work collaboratively with all team and lab members; provide technical assistance and share technical know-how with technical community at MB&I and IBMS/IDM as needed
- Actively participate in MB&I lab and team meetings as needed

Scientific/Technical & Operational Know-how

- Demonstrate ability to apply technical knowledge to complete work assignments and an understanding of modern techniques, instrumentation and underlying principles
- Help academic labs at IBMS/IDM to apply MB&I technologies and equipment where appropriate
- Perform duties with appropriate knowledge of relevant laboratory tools and procedures
- Support the implementation of MB&I-wide technology or research operations projects
- Demonstrate a working knowledge of relevant research policies, guidelines and procedures; assist in the preparation of SOPs for MB&I, where appropriate; complete compliance training as required
- Operate and assist with routine maintenance on instruments at MB&I (and IBMS/IDM as needed); help identify and report unsafe equipment, conditions and practices so that they may be corrected prior to an incident

Decision Making

- Conduct experiments and organize data with ongoing input from supervisor
- Seek understanding of how own experiments fit into overall research goals and organize day-to-day work accordingly

Desired Behaviors

Apply MB&I Values & Behaviors with a specific focus on:

- Interact with others in a positive, collaborative manner and help resolve conflicts in a constructive manner
- Proactively share technical expertise with other members of the team/laboratory
- Support MB&I mission and leadership decisions and, with help of supervisor, prioritize own tasks in support of these decisions and towards accomplishing project goals

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 staff member in a professional and efficient manner.</p>
1	Teaching and Learning Support	15%	<ul style="list-style-type: none"> Delivering of lectures, teaching and demonstrating of practicals in the IBMS honours programme 	<ul style="list-style-type: none"> Students understand Health and Safety principles in the laboratory, how to make up solutions and how to use basic equipment in the laboratory Students know basic Tissue Culture, how to extract proteins from cells, how to perform Western blotting
2	Research support	75%	<ul style="list-style-type: none"> Application of existing procedure Routine generation of data Quality control of data produced 	<ul style="list-style-type: none"> Scientific service to support MB&I (tissue culture, molecular cloning, protein expression & purification, biological assays, etc.) Quality of data monitored Perform own research under supervision/guidance
3	Management leadership and service	10%	<ul style="list-style-type: none"> Molecular Medicine and Honours practicals are proactively managed and independently administered. (level – p10) Trouble-shoot technical problems and routine processes; liaise with technical experts when necessary Provide technical support to MB&I staff/students and other IBMS/IDM users of specialized equipment (TC incubators, ÅKTA, etc.) Preparing standard operating procedure (SOP) documents for relevant methods (tissue culture, bulk protein expression, protein purification, analysis of biological activity, etc.) Assist with laboratory housekeeping (waste removal, keeping work space clean and safety compliant, stock-take, stock control etc.) Liaising with maintenance and technical engineers for lab and instrument maintenance for some specialized equipment in the lab (TC incubators, ÅKTA, etc.) 	<ul style="list-style-type: none"> The smooth-running of Molecular Medicine and Honours practicals. Lab environment is proactively maintained and administered responsibly Controls and calibrations performed on schedule with necessary documentation Resolution of technical issues Provision of technical support; increase capacity of MB&I research SOPs will be available and optimized for students, trainees and future users; and documented according to MB&I guidelines Lab housekeeping conducted in accordance with MB&I, IBMS/IDM and UCT guidelines 100% safety record Equipment remains functional and up to spec the majority of the time

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> A PhD in Immunology, Biology, Biotechnology or related fields 			
Minimum experience (type and years)	<ul style="list-style-type: none"> Established expertise in tissue culture and molecular cloning/biology research applications Excellent computer literacy and a good breadth of data and statistical analysis tools Demonstrated excellent communication skills The ability to work effectively and well in a team, with excellent organizational skills The ability to work autonomously, under pressure, and to meet deadlines 			
Skills				
Knowledge				
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'.)	<p>The following will be advantageous:</p> <ul style="list-style-type: none"> A minimum of 2 years postdoctoral experience working in the area of antibody applications in precision medicine with established expertise in current biomedical biotechnology technologies, including molecular cloning, bacterial and mammalian tissue culture, protein purification, clinical sample processing work and preclinical animal models Knowledgeable of SNAP tag technology and its use to create recombinant antibody fusion proteins Knowledgeable of antibody protein engineering to create recombinant immunotherapeutics Track record of original publications in the fields of research specified in this advertisement 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Good oral and written communication	2		
	Basic technical background in the use of medical biotechnology and related laboratory techniques	2		
	Good interpersonal skills	2		
	Teamwork/collaboration	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Tissue culture, protein expression, production & purification, biological activity assays
Amount and kind of supervision received	Daily oversight by more senior staff member
Amount and kind of supervision exercised	Supervision of same level or more junior staff members may be required
Decisions which can be made	Calling in technical assistance for equipment repairs or services and replenishing stock
Decisions which must be referred	Financial decisions, purchasing decisions, organizational decisions, HR decisions etc.