



# PROJECT COORDINATOR

(Payclass 09)

## Environmental Policy Research Unit (EPRU)

### School of Economics

### Faculty of Commerce

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The Environmental Economics Policy Research Unit (EPRU) is a collaborative association of academic researchers specialising in environmental and natural resource issues. Members of EPRU include eleven researchers, 6 postdoctoral fellows and 14 PhD students, based in the School of Economics at the University of Cape Town. The unit is the South African centre of an international network, the Environment for Development initiative (EfD) and receives its core funding from the Swedish International Development Cooperation Agency (Sida) as well as research funding from a variety of sources. It was established in 2007 to promote sustainable development and poverty reduction in Southern Africa through policy relevant research. EPRU strives to become a centre of excellence in environmental and resource economics in Southern Africa from which decision-makers will seek well-researched advice.

More information about EPRU can be found on their website (<https://commerce.uct.ac.za/epru>) or through the EfD website (<http://www.efdinitiative.org/south-africa>).

EPRU seeks to employ a fixed-term, full-time Project Coordinator for 2 years from 1 April 2024 to 31 March 2026. The main purpose of this position is to coordinate activities of research projects and support the activities of 1. Research and 2. Capacity Development.

If you are self-motivated and have initiative, strong inter-personal skills, the ability to multi-task, excellent organisational and communication skills, and you meet the criteria as listed below, then we invite you to apply for this post in the Environmental Policy Research Unit, School of Economics for appointment from 1 April 2024 (negotiable).

#### Requirements for the job:

- NQF Level 7
- Minimum of 3 years' relevant research oriented experience
- 1 year of project coordination in a project or research related environment (e.g. university, think tank, consultancy)
- Attention to detail
- Analytical skills (including spreadsheets)
- Excellent verbal and written communication skills
- Organizational skills
- Ability to work under pressure
- Adaptability
- Self-driven
- Demonstration of initiative
- High level of computer literacy (Word, Excel, Email, Internet)
- Proficient with STATA or similar

#### Advantages:

- UCT postgraduate processes
- Background in environment and resource economics and sustainable development
- Masters or PhD in related discipline

#### Areas of responsibility include:

- Project Coordination
- Monitoring and evaluation of projects
- Project reporting including but not limited to narrative reports and progress reports
- Human Resources administration support
- Support the *Capacity Development* and *Research* portfolio activities

The annual cost of employment, including benefits, is between R465 633 and R506 718

**To apply**, please e-mail the documents below in a **single pdf file** to Felicity Downes at [epru-projcoord@vula.uct.ac.za](mailto:epru-projcoord@vula.uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover 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 a competency test.

**Telephone:** 021 650 4470

**Website:** [www.uct.ac.za](http://www.uct.ac.za)

**Reference number:** E24123

**Closing date:** 09 February 2024

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UCT reserves the right not to appoint.