



RESEARCH ADMINISTRATIVE OFFICER

(Payclass O8; 3-year contract)

Future Water research institute

Faculty of Engineering & the Built Environment

Applications are invited for the post of **Research Administrative Officer (part or full time)** for the Future Water research institute at the University of Cape Town, South Africa. The vision of Future Water is of water-resilient futures for African populations, where all people and settlements have access to adequate, fit-for-purpose water. Future Water's mission is to provide strategic research, science communication, and capacity development to address water scarcity and quality issues to support sustainable and liveable human settlements.

The Research Administrative Officer will support the Director in achieving Future Water's research strategy; identifying funding opportunities, developing and maintaining relationships with funders, and coordinating the submission of proposals to research funders; providing monitoring and tracking of all research projects managed by Future Water to ensure projects achieve their objectives and deliverables; managing Future Water's communication and branding strategy, including the upkeep of the Future Water website and social media accounts; and coordinating Future Water events and seminars. This is a fixed-term part or full time PASS position for 3 years, subject to available funding.

Requirements:

- Masters degree in a water-related field, with a background in engineering, environmental science, economics, social science, development studies, or similar
- Experience in proposal writing, project management and/or team coordination
- Experience in engaged science or science communication
- Excellent written and verbal communication skills, plus demonstrated data management capability
- Driver's license

Advantageous experience includes:

- 2 or more years of work experience in water/environment/development sectors, in a research setting
- Experience of inter/transdisciplinary research administration
- Experience with budgeting and financial reporting
- Success in writing / co-writing and securing research funding proposals
- Experience of website design / social media, and GIS software

Responsibilities:

- Coordinate and contribute to the development and management of the Future Water research portfolio
- Coordinate and contribute to the submission of research proposals
- Support Future Water staff with research and related activities with other UCT Departments/Research Units
- Develop and maintain positive relationships with stakeholders
- Coordinate and contribute to Future Water's events and communication / branding
- Monitor / track resources (personnel, students, funding, outputs, equipment etc.) associated with the research portfolio for purposes of reporting
- Update the institutes websites and social media pages regularly

The 2023 total annual cost of employment (Full-time), including benefits, is between R393 399 and R462 822.

To apply, please e-mail the below documents in a **single pdf file** to amber.abrams@uct.ac.za . **Queries** regarding the position may be directed to kirsty.carden@uct.ac.za. Ensure title/ref. number are indicated in the subject line.

- UCT Application form (download at <http://web.uct.ac.za/depts/sapweb/forms/hr201.doc>)
- Cover letter, including a 500 word motivation on why you think you would be suitable for this position
- Curriculum Vitae (CV)
- Writing sample or examples of social media and/or website work/copy

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 or assessment.

Telephone: 021 650 5317

Website: www.futurewater.uct.ac.za

Reference number: E24103

Closing date: 21 January 2024

"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.