

NOTES

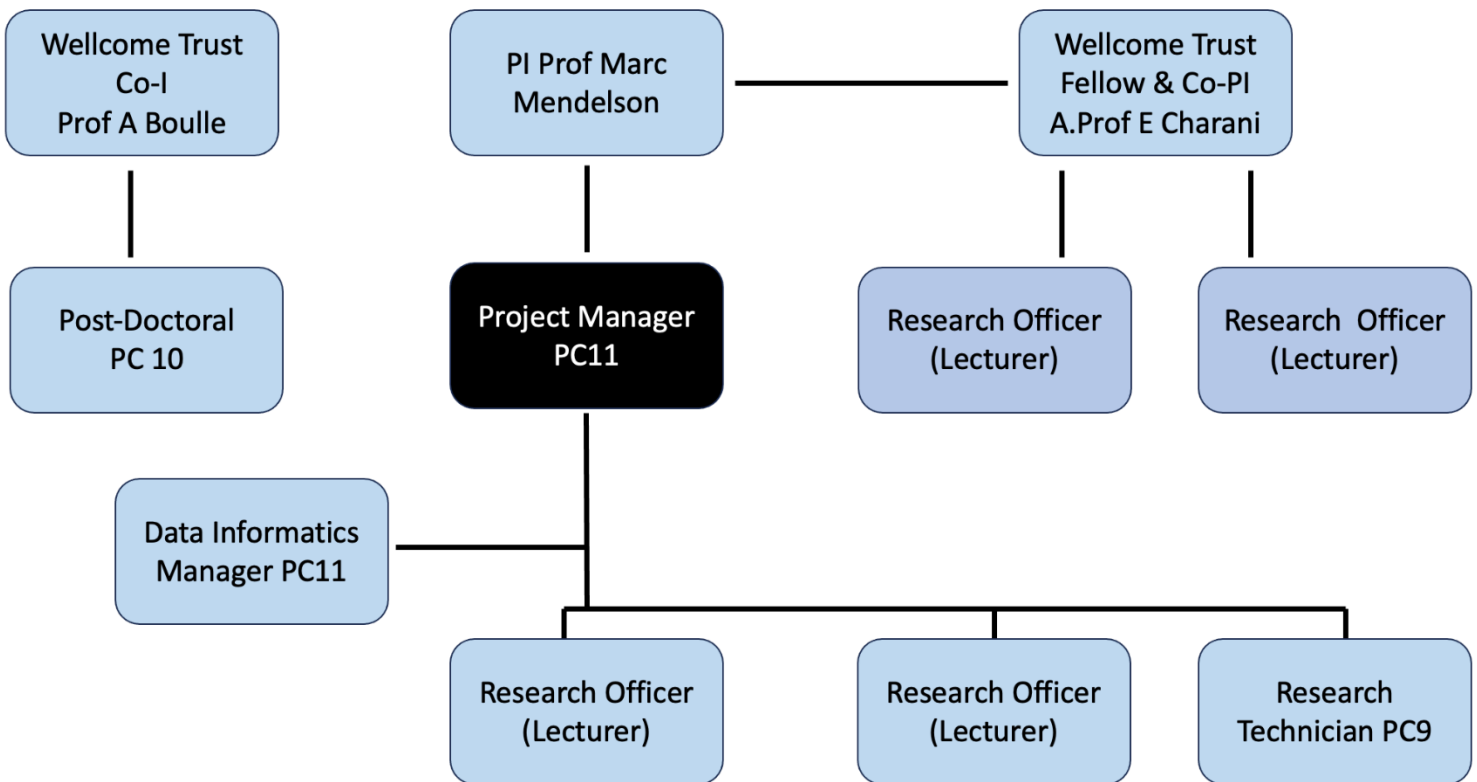
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Project Manager: CAMO-Net South Africa		
Job title (HR Practitioner to provide)	Project Manager		
Position grade (if known)	PC 11	Date last graded (if known)	December 2022
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Medicine		
Division / section	Division of HIV Medicine and Infectious Diseases		
Date of compilation	December 2023		

ORGANOGRAM

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



PURPOSE

The Centres for AntiMicrobial Optimisation Network (CAMO-Net) is a global collaborative research network focused on antimicrobial optimisation for use in humans, underpinned by the values of equity, local leadership, co-production of activities, knowledge mobilisation, mutual cross-regional learning, training, capacity and capabilities strengthening, and output sharing. Its vision is a world where the appropriate, evidence-based use of antimicrobials is commonplace, supported by equitable availability and accessibility. CAMO-Net's mission is to complement and enhance the existing ecosystem of global programmes designed to alleviate the global burden and impact of antimicrobial resistance (AMR) and poorly treated infections by creating and nurturing a sustainable and equitable ecosystem for global research to optimise the use of antimicrobials in humans. This will be achieved through producing contextually relevant tools, technologies, guidelines, and practices that can be readily implemented with the support of governments and policymakers.

Aim: To address the global impact of AMR on human health through optimising antimicrobial use by establishing a sustainable global research ecosystem, developed across low- and middle-income countries (LMICs) and high-income countries (HICs). New knowledge will be developed, related to the better use of existing and newly developed antibiotics, to help prevent and treat bacterial infections and minimise AMR. This will be coproduced within the context of specific epidemiological, cultural, structural, and economic factors; supported by expertise in innovation adoption and implementation.

The following guiding objectives will be delivered through a robust capacity strengthening and knowledge mobilisation programme across the network, providing reciprocal South- South and North-South as well as urban-rural contextual learning and development.

1. A comprehensive, contextual understanding of situational data in each National Hub on the progress of interventions to tackle AMR in human populations to identify opportunities to address existing gaps/challenges, with respect to: (i) technology and innovation for optimised prescribing; (ii) context, culture and behaviour; and (iii) medicines management.
2. Harnessing the power of data (quantitative and qualitative) through strategic and targeted studies to generate new knowledge related to optimising antimicrobial use in human populations.
3. Implementation of co-produced, contextually fit, and sustainable solutions to optimise antimicrobial use targeting innovation, systems and behaviours.
4. Evaluation of interventions and strategies targeting optimised antimicrobial use through an intersectional approach.

In the South Africa CAMO-Net we will specifically:

Work to achieve social impact and manage the threat of antimicrobial resistance (AMR) we need to investigate the intersection of science, communication, advocacy, and engagement. Across systems and cultures, resource and power inequities manifest according to gender, socioeconomic status, race, ethnicity, and class influencing infection related health-seeking and health-providing behaviours, which shape antimicrobial stewardship interventions.

We will investigate the influence of social determinants on how people seek, experience, and provide healthcare for (bacterial) infection prevention and control (IPC) and antibiotic use in Southern Africa. Applying innovative mixed methods research we will:

- i) Apply intersectional inquiry, broadening the understanding social constructs as predictors of IPC- and AMR-related behaviours to design, implement, and measure effects of interventions accounting for these factors.
- ii) Develop context-specific communication strategies informing an optimal framework for AMR language, facilitating civil society advocacy and engagement to create a 'face' for AMR, that is universally understood, leading to behaviour change.
- iii) Integrate datasets for enhanced AMR and antibiotic use surveillance informing patient management, risk reduction and targeted interventions, supporting quality improvement, facilitating early detection of outbreaks and new patterns of disease.

Purpose of the Post

The Project Manager (PM) will use specific project management expertise in managing a wide range of multiple projects within the CAMO-Net South Africa project working closely with counterparts in the other four participating countries. The PM's primary role is to ensure that projects are managed and executed on brief from the Principal Investigators and the Co-Investigators, budget, produce progress reports and monitor team progress deadlines and provide support for the team in achieving their project goals.

The incumbent, reporting to the Principal Investigator and Co-Investigators and working closely with the other PM's across the countries, is responsible for coordination, monitoring, evaluation and reporting for projects initiated by the PI and Co-Is, and the Senior Project Manager and to manage administrative and technical functions to ensure smooth running of this three-year programme of work, associated events and projects. He/she will also ensure that projects are delivered effectively and efficiently in accordance with the agreed- upon expectations, and within the identified constraints and tolerances set for the projects.

This role will provide support to the PIs on all projects and events under the oversight of the CAMO-Net board.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Project Management	40	<ul style="list-style-type: none"> • Managing and coordinating multiple projects assigned by the PI and CO-I • Manage and oversee the research projects with the PI and CO-I re: <ol style="list-style-type: none"> 1. Research milestones 2. Facilitating orientation of new staff and managing their administrative needs related to the projects • Manage the prioritization process and scoping of potential projects. • Support the PI and CO-I in the planning of the project-timelines for execution. • Co-ordinate timelines for projects and events and oversee the meeting of set deadlines. • Work with the PI and Co-i in managing the execution of projects with appropriate CAMO-Net staff involved. • Identify, assess, and control risks associated with projects through a risk register • Adhere to the agreed MOU between the funder and partners and at all times work in accordance with the MOU, ensuring this is done across the entire CAMO-Net SA site in collaboration with the other four countries. • Proactively maintain, manage, and update the Projects Research Progress reports as per MOU. • Review and approval of all project expenditure with the PI and Co-I. 	<ul style="list-style-type: none"> • Projects are well-managed and executed timeously – on brief, budget, and time. • Project timelines are developed, and projects are completed on time • Project milestones are effectively and efficiently managed and executed on set timelines. • Assigned projects are prioritised and implemented on time. • Project teams are assigned tasks and managed effectively. • Timeous engagement and support to the PI and Co-I on projects takes place. • Projects risk register is updated timeously • Project expenditures are approved in terms of contracts, agreement and support of the PI and Co-I and records are kept.

2	Project Coordination	20	<ul style="list-style-type: none"> • Coordinating the project management and implementation of projects. • Coordination and manage the project team with the PI and Co-I. • Coordinate and ensure quality control of project activities and outputs. • Coordination of resources within the department through collaboration with various stakeholders • Streamlining project workflow tasks. 	<ul style="list-style-type: none"> • Ensuring successful coordination and implementation of projects. • Project teams are effectively and efficiently managed and supported. • Quality control of projects is ensured timeously. • Successful coordination of resources with stakeholders. • Projects tasks are effectively streamlined.
	Human Resource Management		<ul style="list-style-type: none"> • Develop and manage the HR procedures for the unit. These includes HR processes around employee relations, recruitment & selection, induction & orientation, staff appointments and staff records. • Ensure compliance with relevant HR policies and HR administration deadlines • Administer all HR forms in line with relevant policy and procedures and retain records thereof. • Liaise with HR Business partners and HR administration • Work with the PI and Co-PI to ensure all annual HR processes are completed • Facilitate visitor requirements from CAMO-Net Partners • Effective performance management staff and research assistants. 	<ul style="list-style-type: none"> • Recruitment processes run smoothly • Staff informed and updated on HR processes • Visitors are accommodated with internet access and Third Party accounts
	Financial Management		<ul style="list-style-type: none"> • Compiling financial reports for PI and Camo-Net network • To co-ordinate day to day UCT Procurement and Finance procedures • Liaise with UCT Departmental Finance staff for regular reporting and updates • Resolve financial queries 	<ul style="list-style-type: none"> • Resources used according to UCT and Camo-Net policies
	Post Graduate student and postdoctoral fellowship support		<ul style="list-style-type: none"> • Advise post graduate students on scholarship and fellowship initiatives • Manage maintenance of awards over extended periods of several years • Liaison with UCT Postgraduate Funding Office • Liaise with Finance staff for processing fellowships 	<p>Post Graduate Scholarships and Fellowships are managed and maintained</p> <ul style="list-style-type: none"> • Student career progress is recorded

			<ul style="list-style-type: none"> • Advise international clinical students on procedures for Honorary Research Associate and Affiliate appointments 	
3	Tracking, tracing analysis and reporting	20	<ul style="list-style-type: none"> • Ensuring effective tracing, tracking, monitoring and evaluation (M&E) of project activities, outputs, and outcomes, as per MOU and M&E plans. • Projects are monitored timeously for any risks. • Regular reporting and engagement of project activities with the PI and Co-I. • Regular tracking of projects and monitoring of projects progress timeously. • Develop and maintain project reporting dashboard for review by the PI. • Work closely with the PI and Co-I to ensure regular communication on the needs and progress of the projects. • Initiate and populate project dashboard/Gantt for every major assigned project and prepare status report. 	<ul style="list-style-type: none"> • Appropriate monitoring mechanisms are in place to manage risk and ensure adherence to milestones. • Timeous submission of reports within set deadlines. • Providing accurate and reliable reports. • Risks are identified and reported timeously. • The PI is regularly updated and informed of projects movement. • Projects are timeously monitored for their progress. • Projects dashboards are developed and submitted to the PI and Co-I. • Project dashboards are completed regularly.

4	Knowledge mobilization, external visibility and Communication	10	<ul style="list-style-type: none"> • Ensuring effective internal and external project communications, specifically across the SA collaborators and also across the CAMO-Net sites. • Supporting the knowledge mobilization activities of the CAMO-Net collaboration both in SA and globally. • Management of the implementation of external communications and publicity of projects. • Effectively communicate with all stakeholders; effectively plan, organize project meetings and management of specific project staff. • Contribute to the activities for further research funding generation. • Assist with overseeing and managing the department website and publicity channels. • Liaising with sponsors for residence donations. • Marketing of departmental events and projects assigned by the ED. 	<ul style="list-style-type: none"> • Ensuring that communication takes place timeously via dedicated webpages, social media, blog, and internal newsletter. • Projects are effectively marketed and receive adequate publicity. • Project meeting are organized and planned successfully. • Publication and celebrations of successes in the department and or flagging issues takes place. • Potential sponsors are approached to pledge funds • Departmental events and projects are effectively marketed.
5	Stakeholders relations:	10	<p>Create & maintain partnerships with and provide professional advisory services</p> <ul style="list-style-type: none"> • Provide strategic project management advice and support to PI and Co-I. • Communicate relevant and appropriate project management information with the PI and key stakeholders regarding project systems/processes and procedures and operational plans and arrangements. • Provide advice on the project's implications and consequences of business decisions. • Maintaining effective partnerships with key stakeholders. • Contribute to the regular feedback on projects through a process of engagement with stakeholders & users. 	<p>PI and Co-I is adequately provided with strategic project management support and advice on projects.</p> <ul style="list-style-type: none"> • Project management information is timeously communicated to the PI and Co-I. • Projects implications and consequences are timeously reported. • Effective partnerships are maintained with stakeholders.

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • Degree (NQF7) in Sciences or related field • Valid South African or international driver's license • Project management diploma/certificate
Minimum experience (type and years)	<ul style="list-style-type: none"> • At least 3 years recent and relevant experience in project management environment.

Skills	<ul style="list-style-type: none"> • A high level of verbal and written communication skills. • Proven computer literacy in the use of MS Office at an advanced level. • Ability to work independently and prioritise workload. • Proven strong management, organisational and administrative skills. • Ability to work in a team orientated environment. • An ability to interact successfully with individuals across various levels, within and external to the organisation. • Ability to work with international colleagues and willingness to travel occasionally for work, including abroad. • Attention to detail, report writing, good presentation skills and an uncompromising attitude to meeting deadlines without sacrificing quality. • Ability to multi-task, prioritise work appropriately, work under pressure and to work independently and accurately with minimal supervision. • Possess a high level of honesty and integrity in managing project finances. • Ability to communicate project information clearly and confidently to committees. • The ability to multi-task, work in a team or on an individual basis with minimum supervision. • The ability to cope in a highly stressful environment. 			
Knowledge	Knowledge of the higher education sector, in particular having knowledge and understanding of the academic research environment and working with funders. Knowledge related to healthcare is desirable.			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Be a team player, work closely with the PI, Co-I and research team on strategic submissions, proposals, and strategic plans of the department and CAMO-Net collaboration.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Professional knowledge and skill	2	Communication	2
	Planning and Organizing / work management	2	Information Management	2
	Initiating action	2	Quality commitment / work standards	2
	Decision-making / Judgement / Initiating action / Initiative	2	Written Communication	2
	Results Focus	2	Building Partnerships	2
	Analytical thinking / Problem solving	2	Facilitating change	2
	Meeting Facilitation / Leadership / Participation	2	University awareness	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Providing project management support, advice, coordination, and implementation of projects with the PI and Co-I.
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Amount and kind of supervision received	Engagement with the PI and Co-PI.
Amount and kind of supervision exercised	Supervision of projects with PI and Co-PI
Decisions which can be made	
Decisions which must be referred	

CONTACTS AND RELATIONSHIPS

Internal to UCT	PI, Co-Investigator, Named Project Experts and collaborators, research team including all hired staff on the CAMO-Net project. Division of HIV Medicine and Infectious Diseases academic and clinical staff.
External to UCT	CAMO-Net partners, Wellcome Trust, other collaborative academic institutions