



**RESEARCH ADMINISTRATION AND COMMUNICATIONS
OFFICER**
**INSTITUTE OF INFECTIOUS DISEASE AND MOLECULAR
MEDICINE**
FACULTY OF HEALTH SCIENCES

The Institute of Infectious Disease and Molecular Medicine (IDM) is seeking a Research Administration and Communications Officer (RACO) to provide end-to-end oversight of general administrative functions, as well as general communications functions for the Research Enterprise Manager (REM), the H&S, Biosafety and Facilities Manager (H&SBFM), the IDM Exco, and other members of the IDM Directorate staff, with emphasis on administrative and communication tasks associated with the provision of IDM-wide services. Furthermore, this position is required to provide bespoke research administration support to the REM to enable the successful functioning of the research enterprise at the IDM. From time to time, as needed the RACO may be required to perform duties outside of their normal responsibilities and thus, is expected to understand work processes in the Institute so that they are able to assist during peak periods at the discretion of the REM and Research Visibility Officer (RVO), when colleagues are on leave or when workloads are particularly heavy.

The post is available from 1 April 2024, for a 2-year contract. A detailed job description is available upon request.

Requirements include:

- Post-matriculation qualification (NQF level 5), university degree preferred
- Three to five years administration experience, three of which should be at a higher education institute or research institute
- Demonstrable experience in Communications and/or Marketing
- Proven competency in requisite computer skills and familiarity with relevant software (MS Office or similar)
- Ability to format documents, correspondence, and reports on a professional level
- Ability to design advertising and relevant online communications materials on a professional level
- Ability to collect, assimilate, and quality control data
- Proficient in project management and time management

Experience of working at the University of Cape Town would be advantageous. Experience in social media communications would be advantageous. Training on Drupal (WebCMS) and Everlytic would be advantageous.

Responsibilities include, but are not limited to:

- Research Administration (data collection, quality control, and record keeping)
- General and Office Administration (document management, meeting administration, and event organisation)
- General Communications (creation and distribution of infomailer and related materials (posters and adverts), monitoring and maintaining social media presence and website)

The annual remuneration package, including benefits, is negotiable between R321 172 and R377 850.

To apply, please e-mail the documents below in a **single pdf file** to Ms Christle De Beer at ids@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter explicitly outlining how you meet the minimum requirements for the position.
- Curriculum Vitae (CV)

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 competency and pre-placement-medical assessments.

Telephone: 021 406 7666
Reference number: E24315

Website: www.idm.uct.ac.za
Closing date: 20 March 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.