



RESEARCH DEVELOPMENT OFFICER

(Payclass 10; 24-month contract)

Division of Emergency Medicine

Faculty of Health Sciences

The Division of Emergency Medicine at the University of Cape Town is seeking to appoint an experienced **Research Development Officer**, with interest and expertise in emergency care and/or emergency medicine, on a 24-month contract.

The principal responsibility of the **Research Development Officer** will be to manage divisional research activities, particularly grant-funded research, for the Division of Emergency Medicine. The incumbent's main responsibility will be to coordinate and project-manage the research activities of staff and students in the Division.

Requirements:

- Minimum of an Honours degree in biomedical or medical sciences.
- Demonstrable research experience in the healthcare sector (minimum of 2 years).
- Demonstrable experience in successfully coordinating and communicating with a diverse team of stakeholders.
- Demonstrable experience in carrying out core research tasks such as literature reviews, scoping of funding opportunities, drafting research protocols, interview guides and reports, and coordinating research review by ethics committees.
- Demonstrable experience working effectively with a broad range of stakeholders, including academics, students, NGO staff, healthcare workers and managers, and community members.
- Ability to develop, interpret and manage budgets, financial reports, and other financial records.
- Strong computer skills (Word, Excel, email, and calendar programs, Powerpoint, etc.)
- Strong communication skills (written and oral)

Advantageous:

- Ability to organize and manage a large-scale project with multiple sub-projects and various timelines.
- Previously having successfully applied for and managed research grants.
- Research experience in emergency care and/ or emergency medicine with subsequent publications.

Responsibilities:

- Provide support to the Emergency Medicine Divisional Research Committee
- Facilitate applications for local and international research grants in pre-hospital emergency care and emergency medicine.
- Project manage grant funding within the Division.
- Coordination of research activities with the Division.
- Facilitate researcher visibility within the Division.

Please see the job description for a comprehensive description of each of these responsibility areas and the competencies required for each.

The 2023 annual remuneration for this full-time, contract position is between R 580 137 – R682 513, depending on experience and qualifications. The 2024 remuneration package is still to be finalised.

Application process:

To apply, please email the below documents in a **single pdf file** to yathiswa.mzamo@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 1829

Reference number: E24710

Website: www.uct.ac.za

Closing date: 31 July 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 <https://hr.uct.ac.za/policies/employment-equity>

UCT reserves the right not to appoint.