



## NOTES

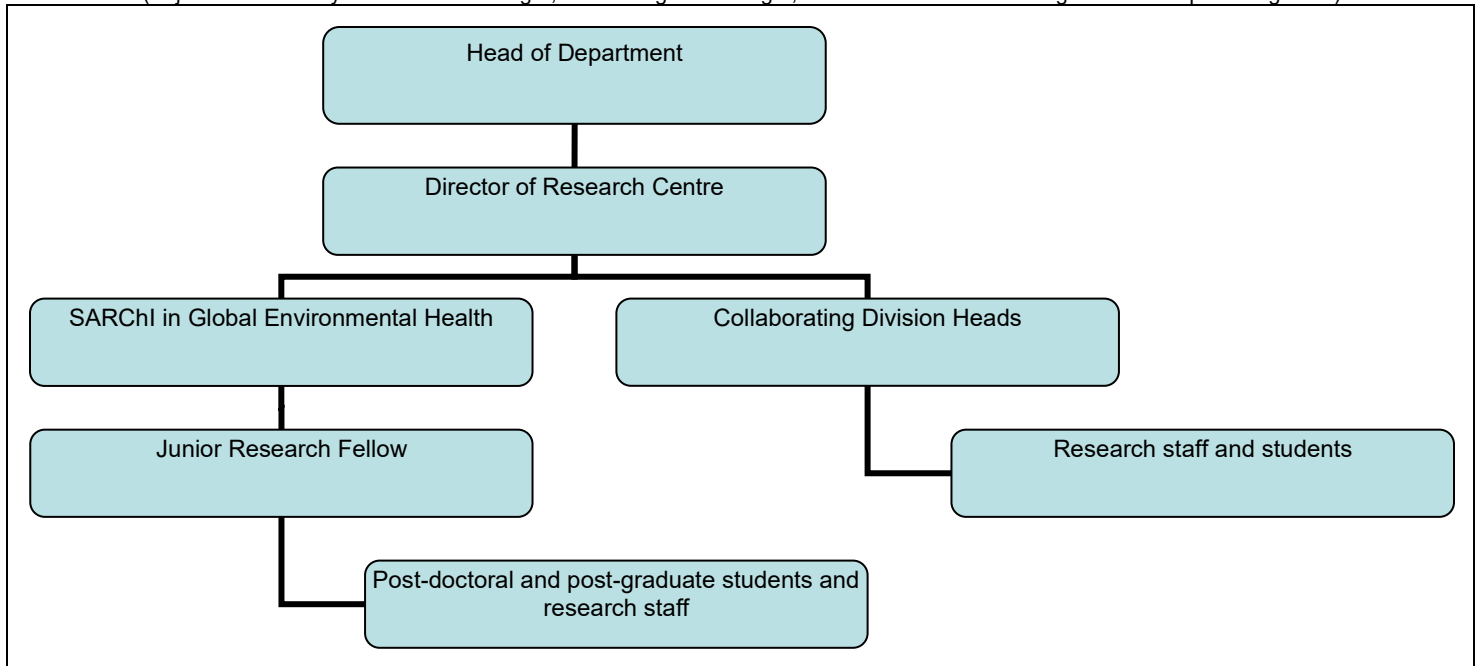
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Junior Research Fellow		
Job title (HR Business Partner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Public Health		
Division / section	Centre for Environmental and Occupational Health Research		
Date of compilation	18 April 2024		

## ORGANOGRAM

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



## PURPOSE

The Junior Research Fellow (JRF) is seen as the ideal opportunity to enhance the Centre's capacity to investigate gene environmental interactions in relation to chemical toxicity especially with respect to the health effects of Endocrine Disrupting Chemicals (EDCs).

The JRF, will be expected to produce mainly research output but also engage in teaching, socially responsive activities and participate in departmental, faculty and committee work and administration. With regard to research, the JRF will be expected to co-develop and submit research grant proposals; successfully participate in research projects; produce research publications, participate in local and international conferences and supervise and co-supervise master's and PhD students. The JRF will be required to participate in UCT's research support programmes. With regard to teaching and training, the JRF will undertake limited direct teaching in the MPH EH track. With regard to social responsiveness, the JRF will be expected to participate in activities related to CEOHR. With regard to university administration, the JRF will be expected to share with other CEOHR staff various roles representing the CEOHR on departmental committees.

**CONTENT**

<b>Key performance areas</b>		<b>% of time spent</b>	<b>Inputs</b> (Responsibilities / activities / processes/ methods used)	<b>Outputs</b> (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting.  Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.  Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Research	80%	Co-develop and submit research grant proposals that include salary support where applicable to national funders such as the MRC and the NRF and international funders such as the NIH, Wellcome Trust and Swiss funders linked to the SA Swiss SARChI in Global Environmental Health; successfully participate in research projects as PI, co-investigator and collaborator; produce research output such research papers in top environmental health journals as well popular media; present at and participate in local and international conferences and supervise and co-supervise masters and PhD students.	Success research grants, research publications, conference presentations, Masters and PhD graduates, post-doctoral students.
2	Teaching and Learning	10%	Deliver lectures, assist in developing teaching materials, marking of assignments and examination in Environmental Health Division. Participate in convening a module in year 3.	Advancing of teaching and learning in the EH Division. Convening of courses in the 3 <sup>rd</sup> year.
3	Leadership, management and administration	5%	Various roles representing the CEOHR on departmental committees. may be nominated to serve on suitable faculty and University Committees. Participate in conference activities.	Contribution to departmental, faculty and conference administration.
4	Social Responsiveness	5%	Pparticipate in activities related to CEOHR workshops with stakeholders in government, civil society, and other research institutions, responding to public concerns about environmental pollution, feedback workshops presenting results from research projects and producing policy briefs about research results.	Contribute to social responsiveness activities of CEOHR.
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## MINIMUM REQUIREMENTS

Minimum qualifications	PhD in Public Health (Occupational and/or Environmental Health and/or cognate public health field)			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>• Two years' experience in gene-environment interaction research in the environmental and occupational health area</li> <li>• Three years of work in a collaborative research environment</li> <li>• Two years' experience in advanced statistical methods such as Structural Equation Modelling</li> <li>• A strong publication record, commensurate with career stage, and evidence of recent productivity and publications in reputable peer-reviewed journals.</li> </ul> <p><b>Advantageous:</b></p> <ul style="list-style-type: none"> <li>• Two years' experience in Occupational and/or Environmental Health research</li> <li>• Two years' experience in gene-environment interaction research</li> <li>• Two years' experience co-supervising post-graduate students</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>• Conducting environmental and occupational health research and investigating gene-environmental interaction</li> <li>• Conducting advanced statistical methods such as Structural Equation Modelling</li> <li>• Strong academic writing ability</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>• Strong environmental and occupational health knowledge</li> <li>• Strong knowledge of gene-environmental interactions</li> <li>• advanced statistical methods such as Structural Equation Modelling</li> </ul>			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)				
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical thinking /Problem solving	2	Teamwork / collaboration	2
	Planning and organizing/ work management	2	Communication	2
	Building interpersonal relationships	2	Coaching / Developing others	2
	Written communication	2	Conceptual thinking	2

## SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> <li>• Co-develop and submit research grant proposals under mentorship of a senior academic</li> <li>• Participate in research projects as PI, co-investigator or collaborator.</li> <li>• Publish research papers in scientific journals as well popular media.</li> <li>• Present at and participate in local and international conferences.</li> <li>• Supervise and co-supervise master's and PhD students.</li> <li>• Participate in teaching and learning activities.</li> <li>• Assume leadership, management and administration roles.</li> <li>• Participate in social responsive activities.</li> <li>• participate in UCT's research support programmes such as the Emerging Researchers Program and grant writing programs.</li> </ul>
Amount and kind of supervision received	The Fellow will mainly be mentored and supported by the two PIs of the URC grant supporting the position but also from senior staff in the school of public health and local and international collaborators.
Amount and kind of supervision exercised	Supervision of junior research staff and students in research activities and supervision of masters and PhD students theses.
Decisions which can be made	Review and continued development of research activities
Decisions which must be referred	Anything not delegated or beyond the scope of responsibility.

## CONTACTS AND RELATIONSHIPS

Internal to UCT	Members in the CEOHR, Department of Public Health, Faculty of Health Sciences and the University.
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