

**NOTES**

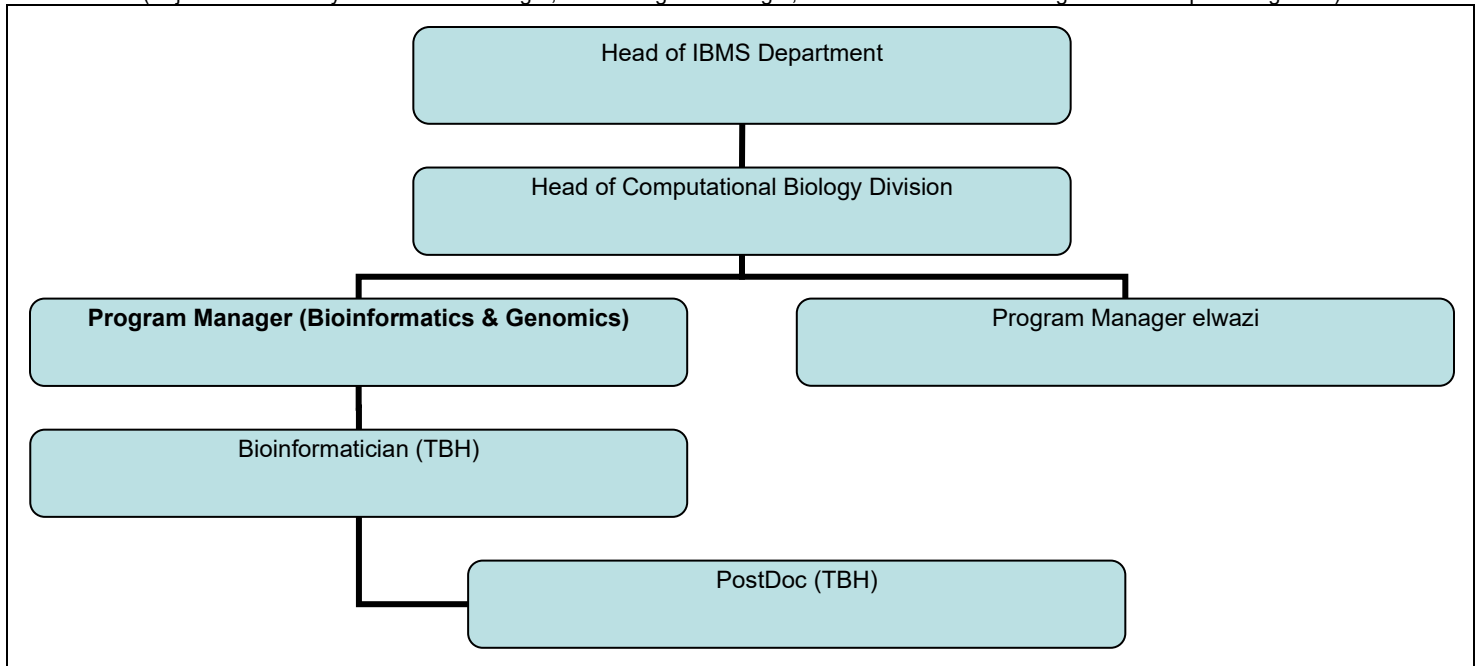
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Program Manager (Bioinformatics and Genomics)		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC11	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Integrative Biomedical Sciences		
Division / section	Computational Biology Division		
Date of compilation	11/09/2024		

**ORGANOGRAM**

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



**PURPOSE**

The main purpose of this position is:

The Program Manager is responsible for managing a multi-site project to set up genomics centres of excellence and sequence 25,000 genomes, and to coordinate the integration of the project with the other activities and projects within the CBIO division. CBIO leads an open data science platform (ODSP), an African Genomics Data Hub (AGDH), several training programs, and co-leads a Sickle Cell Data Coordinating Centre and a Wellcome Discovery Data Integration Platform. Many of the activities are interlinked and coordination is required to ensure harmonization across the projects. The Program Manager will specifically manage a new project to set up genomics centres of excellence and sequence 25,000 African genomes. This is a partnership with industry and other universities across Africa, with multiple stakeholders. The Program Manager will coordinate the project, including managing sample acquisition, access agreements, development of the data infrastructure, data harmonization efforts, and collaborative projects between the collaborating sites. He/she will work with Project and Program managers of the other CBIO projects (ODSP and AGDH) and will line manage a bioinformatician (to be hired) and Postdoctoral researcher.

**CONTENT**

<b>Key performance areas</b>		<b>% of time spent</b>	<b>Inputs</b> (Responsibilities / activities / processes/ methods used)	<b>Outputs</b> (Expected results)
1	Management of the GenCoE and 25k genomes project	55	<ul style="list-style-type: none"> <li>• Convene project meetings, develop agendas</li> <li>• Manage budgets and monitor expenditure</li> <li>• Manage minute taking and draw up and implement action items</li> <li>• Manage project member lists/databases</li> <li>• Facilitate and implement collaborative projects</li> <li>• Manage development of computational infrastructure and pipelines</li> <li>• Manage data access</li> <li>• Coordinate phenotype data harmonization</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed meeting minutes and plans</li> <li>• Project members meeting regularly</li> <li>• System for tracking of project deliverables -project deliverables monitored</li> <li>• Collaborative projects enabled</li> <li>• Computational infrastructure developed</li> <li>• Harmonized data</li> </ul>
2	Coordination across projects	20	<ul style="list-style-type: none"> <li>• Identify commonalities across projects</li> <li>• Organize cross-project meetings</li> <li>• Implement alignment of activities across projects</li> </ul>	<ul style="list-style-type: none"> <li>• Alignment across projects</li> <li>• Cross-project interactions</li> </ul>
3	Communications and stakeholder engagement	15	<ul style="list-style-type: none"> <li>• Ensure information, such as project-related activities, meeting minutes, announcements etc are disseminated</li> <li>• Coordinate management of project web site</li> <li>• Provide talks on the project</li> <li>• Manage social media campaign</li> <li>• Manage stakeholder engagement events</li> </ul>	<ul style="list-style-type: none"> <li>• Communication and dissemination of information</li> <li>• Website up to date</li> <li>• Talks on the project delivered</li> <li>• Social media active</li> <li>• Stakeholders engaged</li> </ul>
4	Agreements, publications and reporting	10	<ul style="list-style-type: none"> <li>• Set up schedule for collecting reports, manage data in central database, produce collated annual reports</li> <li>• Policy development, project documentation</li> <li>• Coordinate publications and press releases</li> <li>• Contribute to grant renewal and grant writing</li> </ul>	<ul style="list-style-type: none"> <li>• Annual reports submitted to funder</li> <li>• Documents created</li> <li>• Publications submitted</li> <li>• Grants submitted</li> </ul>

### MINIMUM REQUIREMENTS

Minimum qualifications	Masters degree in Bioinformatics, Genomics or a related scientific domain or Postgraduate qualification in project management with evidence of exposure to Bioinformatics and/or Genomics			
Minimum experience (type and years)	3 years of working experience in the bioinformatics/genomics field with demonstrated project management experience or 3 years working experience in project management with demonstrated exposure to bioinformatics/genomics			
Skills	MS Office Suite (especially Word and Excel); ability to use online document sharing platforms e.g. google drive/docs; Good communication; and organization skills Project management skills			
Knowledge	Working knowledge of bioinformatics, genomics Knowledge of updating websites, creating online forms, use of networking platforms Knowledge of data models and harmonization will be advantageous			
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'.)	Understanding of budgeting and monitoring expenses			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	<b>Building partnerships:</b> Build partnership within the community and with relevant stakeholders towards improved training/training activities.	Level 2	<b>Stakeholder support</b> Be able to support stakeholders.	Level 2
	<b>People management skills:</b> Communication skills	Level 2	<b>Informational Management</b> Word processing, Communication tools	Level 2
	<b>Resource Management</b> Manage budgets and deliverables for approval by the Line Manager	Level 2	<b>Meeting facilitation</b>	Level 2
	<b>Strategic leadership</b>	Level 2	<b>Results focus</b>	Level 2

### SCOPE OF RESPONSIBILITY

Functions responsible for	Management & Implementation of project goals
Amount and kind of supervision received	PI will provide overall direction and guidelines
Amount and kind of supervision exercised	Recommend a broad strategic plan and coordinate projects
Decisions which can be made	When to schedule meetings, suggesting ideas for the project activities
Decisions which must be referred	All finance related decisions, new potential external partnerships

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Professor Nicola Mulder (Head of Division and grant PI), other project leads and members in CBIO
External to UCT	Project collaborators, funders, industry partners