

NOTES

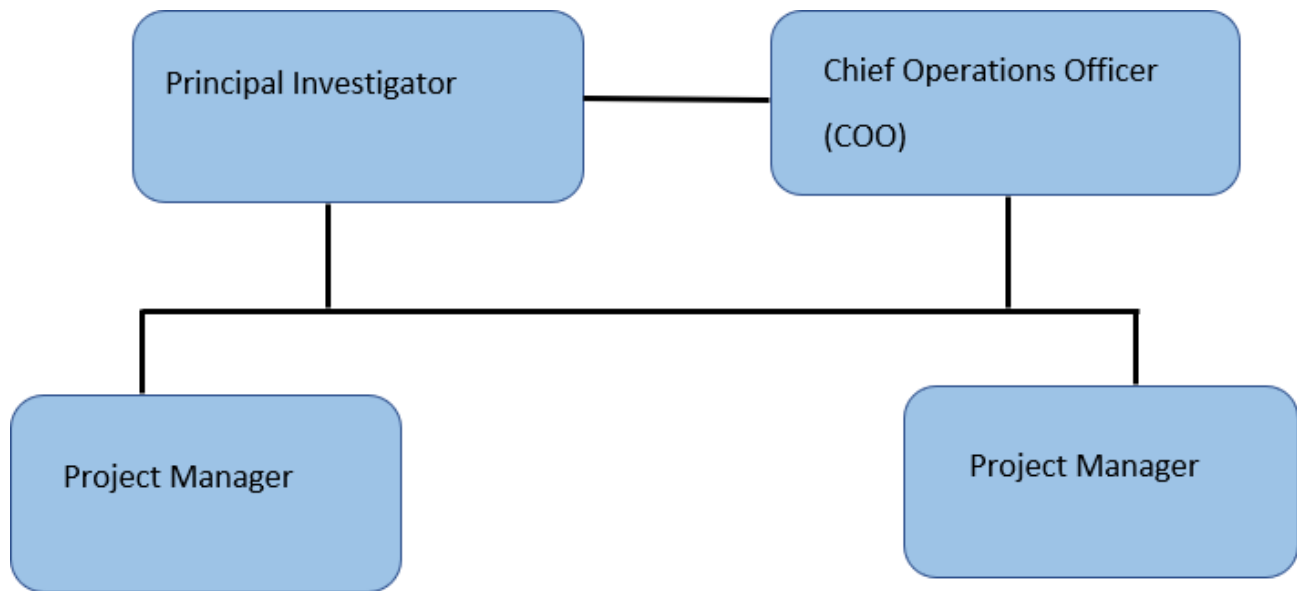
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Project Manager		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC 11	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Science		
Academic department / PASS unit	PASS		
Division / section	South African Tuberculosis Vaccine Initiative (SATVI)		
Date of compilation	16 September 2015		

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 beginning-to-end project management within SATVI in terms of grant management, resource planning, scheduling, team facilitation, monitoring and evaluation, interaction and reporting to sponsors for several studies and/or clinical trials, based at the University of Cape Town and the SATVI Field Site in Worcester.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Project grants management	25%	<p>Coordinate planning, writing and submitting multiple grant applications to secure new project funding, including:</p> <ul style="list-style-type: none"> • Liaise with funders on submission requirements • Compile grant template text in consultation with PI • Liaise with IDM finance team to develop budgets and write budget justifications • Liaise with consortium partners • Coordinate timely submission <p>Facilitate legal contracts, subcontracts and MTAs with funders, sponsors, consortium partners and UCT's RCIP Office</p> <p>Liaise directly with SATVI and University stakeholders, and consortium partners, to meet funders' grants management requirements</p> <p>Write annual and final grant reports with scientific input from PI and consortium partners and budget input from finance team</p>	<p>Timely submission of high- quality grant applications to maximize the likelihood of securing successful new project funding</p> <p>Funders' requirements for grants management and reporting are met</p>
2	Coordination and management of Projects	25%	<p>General and technical management of both clinical and laboratory-based projects, which will primarily be:</p> <ul style="list-style-type: none"> • Facilitate the legal contracts, subcontracts and MTAs • Coordinate and facilitate consortium, sample and data governance • Support the achievement of project objectives through operational and team coordination, including the Field Site Manager, Resource Manager, and middle management team, • Monitor and report to PI on progress of tasks/milestones involving the UCT team and external stakeholders on all objectives • Problem-solve and develop contingency plans to mitigate project risks • Monitor and report to PI on the overall management of the budgets • Responsible for scientific report writing and financial report justifications • Responsible for communication between the PIs, study team/s, funders, and external stakeholders 	<p>Efficient project management to ensure that the objectives of the project(s) and their associated objectives are met within the time frame of the grant(s), within budget and to the satisfaction of the PI, funder(s) and other stakeholders</p>

3	Coordination and Management of Clinical Trials	20%	<p>Depending on study needs - Facilitation and monitoring of key project milestones, and support to the PI and responsible project team members, to meet project specific operational needs including:</p> <ul style="list-style-type: none"> • Trial documentation which includes document control of CRFs, logs, source documents and other records as well as Protocol amendments • Coordination of vaccine supply and control • Participant retention in liaison with PI and study coordinator, which includes updating weekly study statistics on recruitment and enrolment numbers • Allocation of enrolment numbers and maintenance of the allocation of enrolment number log, if required • Report to the funder and Trial Steering Committee, where appropriate • Liaise and collaborate with the PIs, study coordinators, administrative, clinical, regulatory, data, human resources, Field Site management, laboratory, quality assurance and CRO (including the monitors) at SATVI site and other sites in the case of a multi-centre trial 	Efficient project management to ensure that the specific aims and study endpoints of studies are met within the timeframe of the grants, within budget and to the satisfaction of all stakeholders
4	Coordination and Management of Laboratory Based Projects	20%	<p>Facilitation and monitoring of key project milestones, and support to the responsible project team members, to meet project needs, including:</p> <ul style="list-style-type: none"> • Liaise with Laboratory Director, Lab Manager and relevant Scientists and Postdoctoral Fellow for general governance of and management responsibilities for project • Report to Laboratory Director and relevant Scientists • Liaise with contract laboratories for sample processing, where appropriate • Resource planning for new projects in collaboration with Lab Manager and relevant Scientists • Coordinate sample shipment, biobanking and sample governance, where appropriate • Maintain the blinding of samples where appropriate 	<ul style="list-style-type: none"> • Successful GLP-compliant study, where appropriate, that meets the acceptance criteria as specified in the Study Plans and Final Reports • Project(s) delivered according to the objectives and milestones, within the budget(s) and time lines

5	Broader SATVI involvement	10%	<ul style="list-style-type: none">• Assist in the development of SATVI specific-project management tools• Work closely with senior management in proactively identifying risks to the projects/ trials• Assist with the development of policies to ensure optimal resource utilization across SATVI	Delivery of a SATVI project management dashboard to facilitate efficient running of multiple SATVI projects and achievement of project goals.
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MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • Either PhD or MBChB with project management experience; or Masters in Biomedical Sciences with 3 or more years project management experience • A formal project management qualification would be beneficial • Valid South African drivers licence 			
Minimum experience (type and years)	<ul style="list-style-type: none"> • Experience in biomedical research would be beneficial • Excellent English verbal and written communication skills • Grants management experience would be beneficial 			
Skills	<ul style="list-style-type: none"> • Basic Excel Skills • Project Management • Excellent Interpersonal Skills, ability to communicate effectively within SATVI and with funders 			
Knowledge	<ul style="list-style-type: none"> • Resilient and able to work effectively under pressure 			
Professional registration or license requirements	<ul style="list-style-type: none"> • N/A 			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/Problem solving	Level 2	Planning and organisation/ Work management	Level 2
	Building interpersonal relationships	Level 2	Professional knowledge and skill	Level 2
	Building partnerships	Level 2	Conceptual thinking	Level 2
	Client service and support	Level 2	Teamwork/Collaboration	Level 2
	Quality commitment/work standard	Level 2	Research support skills	Level 2
	Communication	Level 2	Adaptability	Level 2

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> • Project/ Grants Management • Co-ordination and Management of Clinical Trial
Amount and kind of supervision received	<ul style="list-style-type: none"> • Able to function independently with oversight and review from line manager
Amount and kind of supervision exercised	<ul style="list-style-type: none"> • N/A
Decisions which can be made	<ul style="list-style-type: none"> • Operational Management of Projects
Decisions which must be referred	<ul style="list-style-type: none"> • Finance • Legal

CONTACTS AND RELATIONSHIPS

Internal to UCT	<ul style="list-style-type: none"> • RCIPS • Finance
External to UCT	<ul style="list-style-type: none"> • Sponsors • Collaborators

