



## NOTES

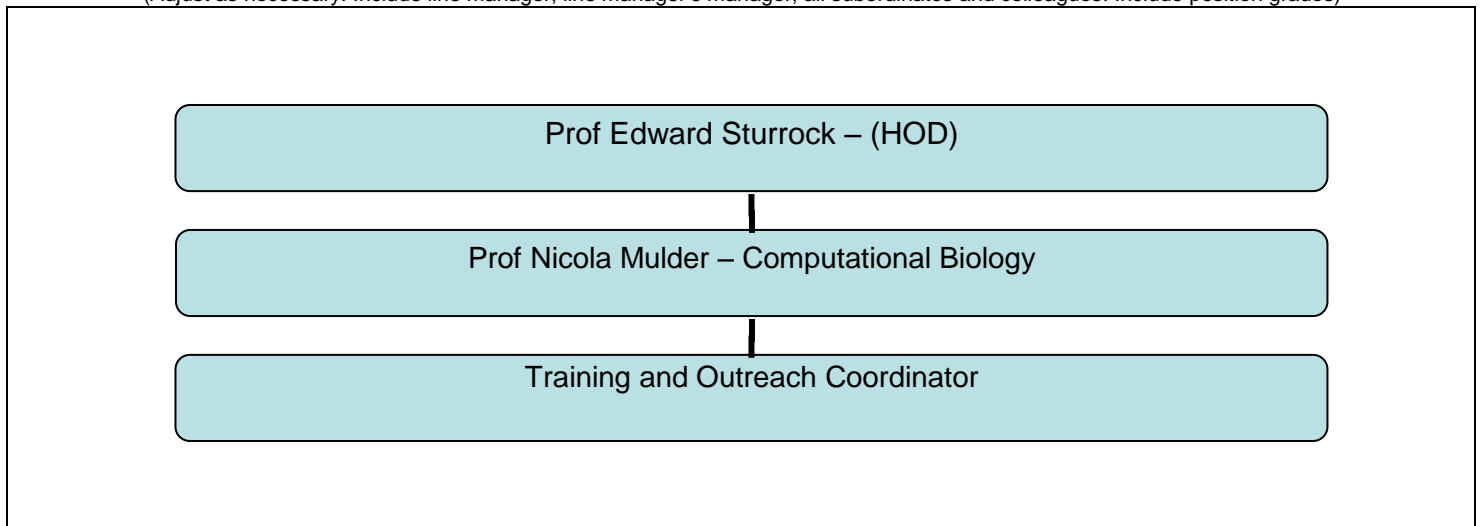
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Training and Outreach Coordinator (Bioinformatics)		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC9	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Integrative Biomedical Sciences		
Division / section	Computational Biology		
Date of compilation	18 Dec 2017		

## 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 to manage and coordinate a training and outreach program for the Human Heredity and Health in Africa (H3Africa) H3AioNet bioinformatics network. H3ABioNet does bioinformatics training all over Africa using various different formats. The training and outreach coordinator will work closely with the H3ABioNet Education and Training working group and PIs of Fogarty Internal bioinformatics training grants to strategize and develop an Africa-wide training program. He/she will manage training documents, forms, websites and coordinate the logistics of all the training events. The Training and Outreach Coordinator will be responsible for managing our large online introduction to bioinformatics course, which involves regular communication with trainers and trainees. He/she will also be responsible for tracking and evaluation the training program and its trainees. He/she will be responsible for the creation and dissemination of monthly newsletters, posters, brochures and coordinate the social media and engagement strategy. The person will need to establish and manage relationships with different stakeholders to facilitate collaborations aimed at enhancing/strengthening the H3ABioNet training program.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Develop an Africa Wide Training Program	25	<ul style="list-style-type: none"> <li>• Work with the H3ABioNet Education &amp; Training Working Group and Fogarty International PIs to develop a training plan for the next 2-5 years. This includes a big online training component.</li> <li>• Work with other stakeholders to coordinate training and internships</li> <li>• Research what courses/workshops are existing/needed (internally and externally) and how they fit into the training program, document relevant <u>online courses/e-learning available.</u></li> </ul>	<ul style="list-style-type: none"> <li>• H3ABioNet Training Program developed</li> <li>• Increase in the number of trainees with Bioinformatics skills</li> <li>• Stakeholders engaged</li> <li>• List of existing courses</li> </ul>
2	Logistical support for training events and online courses	35	<ul style="list-style-type: none"> <li>• Work with host to organize venues, catering and facilities</li> <li>• Manage course application process, communication and travel arrangements</li> <li>• Provide Training where applicable</li> <li>• Collate and prepare training/workshop/meeting reports</li> <li>• Organize and manage a 3 month online training course across multiple sites</li> </ul>	<ul style="list-style-type: none"> <li>• Courses and events run efficiently</li> <li>• Online course run across multiple sites</li> </ul>
3	Track trainees, monitoring and evaluation of training activities	15	<ul style="list-style-type: none"> <li>• Update HtrainDB: Trainee, Course information, Workshop Notices &amp; Application forms, Training related Notices and Application forms</li> <li>• Set up and manage course evaluation forms and impact surveys</li> <li>• Summarise and report on results of evaluations and surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Capture critical information on trainee/workshop/training progress</li> <li>• Reports produced on training evaluation and impact</li> </ul>
4	Training administration	15	<ul style="list-style-type: none"> <li>• Maintain training policy and support documents, e.g. course planning timeline, templates adverts, letters.</li> <li>• Provide administrative support for H3ABioNet Education &amp; Training Working Group</li> <li>• Scheduling and setting up of conference calls of relevant working groups and sub groups/task groups, agendas and minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation well maintained</li> <li>• Efficient web/teleconference meetings and tracking</li> </ul>

5	Communications and Outreach	10	<ul style="list-style-type: none"> <li>• Coordinate, compile and dissemination the monthly newsletters</li> <li>• Coordinate and disseminate events through the use of social media and the website</li> <li>• Coordinante and create posters and materials for use by the nodes within the network as needed</li> <li>• Update and enter courses in eGenomics</li> </ul>	<ul style="list-style-type: none"> <li>• Newsletter template created and newsletters disseminated</li> <li>• Publicize events and announcements through approved social media platforms and the website</li> <li>• Create posters, brochures and provide to the various Nodes as needed</li> <li>• Training courses and materials entered in eGenomics</li> </ul>
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### MINIMUM REQUIREMENTS

Minimum qualifications	Masters degree in Bioinformatics, Genomics, Education or related subject, PhD degree is advantageous			
Minimum experience (type and years)	Experience in training, evidence of management/strategizing/coordination/organizational skills, preferably knowledge of bioinformatics			
Skills	MS Office Suite (especially Word and Excel); ability to use online document sharing platforms e.g. google drive/docs; Good communication; ability to work within a large group as a team player but also independently			
Knowledge	Intermediate knowledge of bioinformatics and genomics Intermediate knowledge of updating websites and creating online forms Intermediate knowledge of using social media platforms			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	None			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	<b>Building partnerships:</b> Build partnership within the consortium and with relevant stakeholders towards improved training/training activities.	Level 4	<b>Trainee service support</b> Be able to coach and develop trainees within the consortium. Provide training support when the need arises	Level 4
	<b>People management skills:</b> Communication skills	Level 4	<b>Informational Management</b> Word processing, -SQL databasing skills -Drupal	Level 4
	<b>Resource Management</b> Manage budgets for internships/fellowships/working groups etc for approval by the Line Manager	Level 3	<b>Meeting facilitation</b>	Level 4
	<b>Strategic leadership</b>	Level 4	<b>Results focus</b>	Level 4

### SCOPE OF RESPONSIBILITY

Functions responsible for	Overall Africa-Wide Training Development Plan, Coordination & Implementation
Amount and kind of supervision received	H3ABionet PI will provide overall direction and guidelines
Amount and kind of supervision exercised	The Training Coordinator will recommend a broad strategic training plan and coordinate trainers and trainees
Decisions which can be made	When to schedule meetings, suggesting ideas for the training activities
Decisions which must be referred	All finance related decisions, all potential external partnerships, finalizing of training events

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Professor Nicola Mulder (Head of Division and H3ABioNet PI), Sumir Panji (H3ABioNet Project Manager),
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External to UCT

H3ABioNet co-PI at nodes around Africa and Fogarty grant PIs