



NOTES

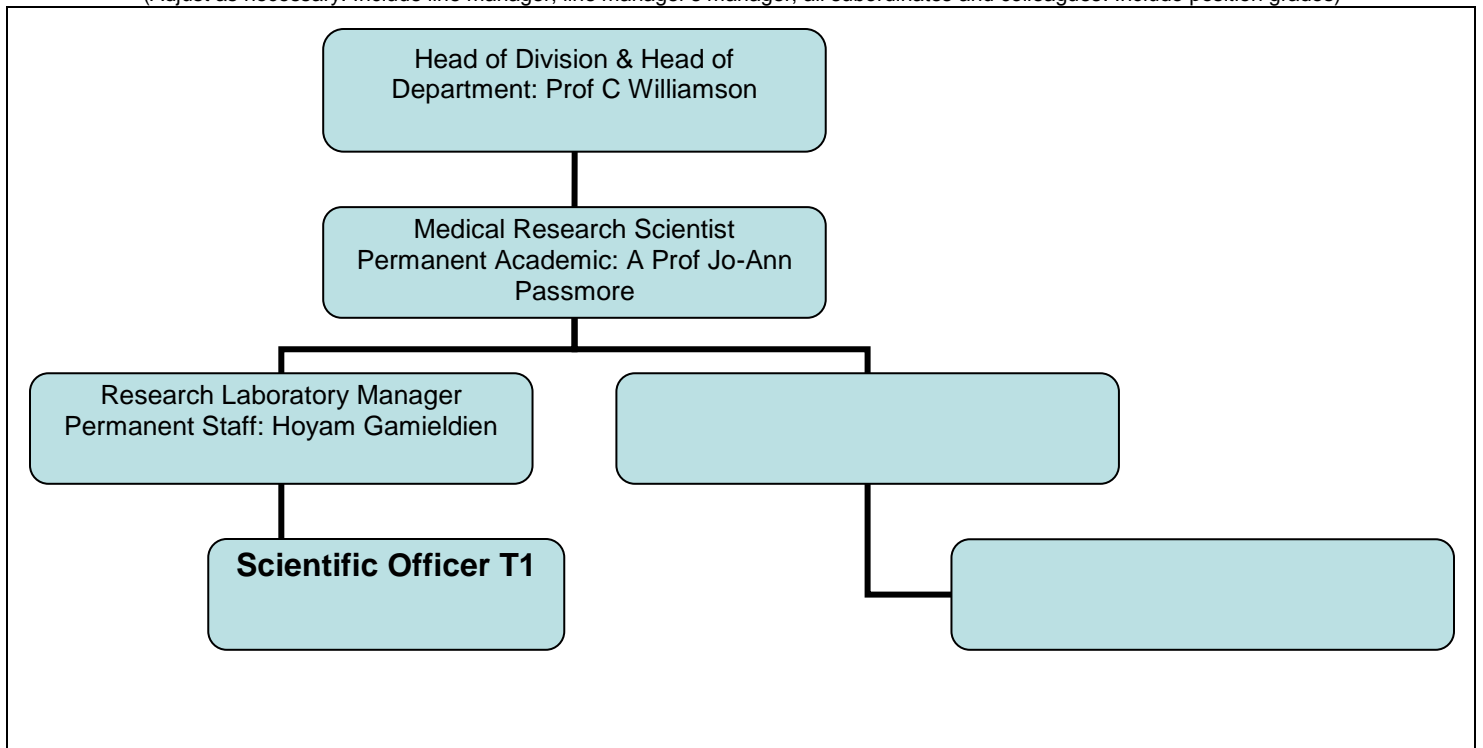
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Scientific Officer		
Job title (HR Practitioner to provide)			
Position grade (if known)	8	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Pathology		
Division / section	Medical Virology		
Date of compilation	12/12/17		

ORGANOGRAM

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



PURPOSE

The purpose of this position is run and manage the microbiology and bacteriophage research laboratory of Dr Jo-Ann Passmore, and to contribute to overall management of the group, under the supervision of Dr Passmore and Ms Hoyam Gamiieldien. This includes taking on roles of responsibility for Health and Safety procedures, training of new staff and students, overseeing equipment maintenance and day-to-day running of the lab. In addition to these management responsibilities, this position will also involve microbiological research, experimentation and data generation and analysis.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Research: Conducting microbiological assays on clinical samples.	40	Sample processing and storage Sterile technique and familiarity with anaerobic culture technologies Ability to plan experiments and troubleshoot assays Maintaining cellular & microbiological culture facilities, according to GCLP standards Data analysis, presentation, and publication Analyzing data generated from immunological assays	To support research projects in the research group through equipment maintenance, management of all cultured reagents stocks, supervising maintenance of cell lines in culture system and storage, writing and maintaining executable standard operating procedures (SOPs) To analyze research results To communicate research results
2	Laboratory management	40	Take on a role as Health and Safety Officer; Support health and safety training of staff and students Oversee equipment monitoring and maintenance, including emergency after hours calls Day to day management of the laboratory Source and order specialist lab reagents Assist with applications for ethics approval Management of laboratory stocks	To support smooth and safe running of the research laboratory To ensure all equipment is well looked after.
3	Training	20	Train new staff and post-graduate students in microbiology assays as well as laboratory maintenance and safety procedures Supervise Post-doctoral students (BSc Honours and MSc)	Staff trained to do assays and maintain laboratory to correct procedures. Student supervision

MINIMUM REQUIREMENTS

Minimum qualifications	PhD			
Minimum experience (type and years)	3 years			
Skills	Anaerobic microbiology, with particular experience in isolation and characterization of Lactobacillus and other common anaerobic species from the vaginal microbiota; expertise in maintaining an anaerobe culture suite			
Knowledge	Anaerobic culture and metabolism; with knowledge of standard cellular & bacterial culture techniques; full genome sequencing knowledge an advantage			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Ability to work with clinical specimens safely			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	<ul style="list-style-type: none"> • Working safely with biohazardous clinical material • Time management • Working independently with little supervision 	One		
	<ul style="list-style-type: none"> • Organisational skills • Interpersonal skills • Team work • Laboratory Management 	One		
	<ul style="list-style-type: none"> • Use of Excel • Analytical skills • Statistical skills 	One		
	<ul style="list-style-type: none"> • Presentation skills • Interpreting scientific literature • Writing skills 	One		

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> • Establishment and management of new anaerobic culture laboratory, to support ongoing and new research projects • Lab management, including overseeing equipment maintenance, health and safety procedures, and day to day running of the laboratory • Sample processing, tracking and storage • Supervision of students in laboratory techniques • Data analysis and data management • Drafting of SOP's
Amount and kind of supervision received	PI direction, and Lab manager support
Amount and kind of supervision exercised	Management of laboratory and safety
Decisions which can be made	Emergency evaluation of equipment performance (monitoring) and calling out of service personel as needed
Decisions which must be referred	Laboratory management, equipment needs – refer to Ms Hoyam Gamielien, student supervision – refer to Dr Passmore