



PROJECT MANAGER: HIV VACCINE

(12 month contract; Part-time 11.25 hours per week)

Pathology Department

Faculty of Health Sciences

The HIV vaccine research group, located within the Institute of Infectious Disease and Molecular Medicine (IIDMM), performs cutting edge research in HIV vaccine development. We are seeking a motivated and enthusiastic part-time, **11.25 hours a week** Project Manager and invite applications from suitably qualified candidates for appointment to this 12 month contract post, which is renewable.

The main purpose of this position is to manage two research projects funded by the MRC.

Requirements:

- Either a PhD with 2 or more years' project management experience; **OR** an MSc in Biomedical Sciences with 5 or more years' project management experience
- Experience in biomedical research which enables a good understanding of HIV vaccine related science
- Experience in financial management
- Experience in writing scientific reports
- Excellent English verbal and written communication skills

A formal project management qualification would be beneficial.

Responsibilities:

- Preparation of research and financial reports for funders.
- Management of funds.
- Ensuring that the research team adheres to the contract.
- Organisation of Steering Committee Meetings and Research Group Meetings.

Key Competencies:

- Organisational skills
- Written and verbal communication skills
- Ability to prioritise tasks
- Scientific writing
- Excellent computer skills
- Ability to work both independently & within a team

The annual cost of employment, including benefits (*where applicable*), is R135 000.

To apply, please e-mail the below documents in a **single pdf file** to Ms Susan Lanfear at susan.lanfear@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title "HIV Vaccine: Project Manager" and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

Telephone: 021 406 6679

Website: www.hr.uct.ac.za

Reference number: E81012

Closing date: 30 October 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.