



RESEARCH ADMIN ASSISTANT

(Payclass 07; 1 year contract)

Department of Paediatrics and Child Health

Faculty of Health Sciences

The main purpose of this position is to offer administrative support to the Academic Project Manager of the Neuroscience Institute, and to the Institute's research theme: *Neurodevelopment*.

The tasks of the job relate to supporting Neuroscience Institute activities and its research projects looking at the preventable causes of neurodisability. This post will be held in the Department of Paediatrics and Child Health. The incumbent will be based at the Faculty Research Office, Barnard Fuller Building on the Health Sciences campus, but will attend other faculty sites as required.

If you meet the requirements below; we invite you to apply for this full-time (37.5 hours per week), 1-year contract position as Research Assistant (RA) in the Department of Pediatrics and Child Health at University of Cape Town.

Requirements:

- Undergraduate qualification within Social Science (e.g. Psychology) or related discipline
- Minimum 1 year previous experience in a research environment, preferably a higher education institution
- Exceptional organizational skills
- Computer literacy (intermediate level) including developing and working with databases
- Excellent written and oral communication skills in English
- Ability to co-ordinate, multi-task and work under pressure
- Strong writing skills
- Own transport with driver's license

Advantageous:

- Relevant Honours qualification within Social Science (e.g. Psychology) or related discipline

Responsibilities:

- Administrative tasks (e.g. typing, editing, drafting motivations, report writing, etc.) using information provided by the line manager and/or colleagues relating to relating to:
 - Submission of publications to academic journals and other platforms
 - Typing, assembling and preparing documents, conference posters and presentations using information provided by the line manager and colleagues
 - Scheduling meetings and booking meeting venues
 - Preparation and distribution of meeting agendas, writing and distribution of meeting minutes
 - Assisting in the advertisement, arrangement and co-ordination of events (e.g. seminars, symposia, lectures)
 - Data capture and maintenance of information databases for the Neuroscience Institute
- Complete administrative tasks (e.g. typing, editing, drafting motivations, report writing, travel between sites, etc.) relating to:
 - Grant applications and proposals
 - Progress reports for funders
 - Ethics applications
 - Ethics Progress Reports
- Complete administrative tasks (e.g. typing, editing, drafting motivations, report writing, travel between sites, etc.) relating to communications and marketing activity, such as:
 - Updating and managing website content
 - Producing web and infomailer content
 - Managing website enquiries
 - Producing event advertisements and advertising these via the relevant platforms

The annual cost of employment is between R180 347 and R212 173.

To apply, please e-mail the below documents in a **single pdf file** to emma.eastman@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)

- Cover letter, and

- Curriculum Vitae (CV)

- A sample of writing (e.g. An assignment, essay or article which you have submitted for a university course)

Please ensure the title 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.

Website: www.paediatrics.uct.ac.za
Reference number: E90119
Closing date: 06 February 2019

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>. For this post, we seek particularly to attract black South African candidates.

UCT reserves the right not to appoint.