



RESEARCH COORDINATOR: RESEARCHER DEVELOPMENT ACADEMY

(5-year contract)

Research Office

We seek to appoint an experienced and qualified individual to the post of Research Coordinator, Researcher Development Academy (RDA), in the Sciences, Health Sciences and Engineering stream, to coordinate and support Researcher Development programmes designed to meet the professional development needs of researchers, primarily, but not exclusively, at early career stage (including those related to postgraduate and postdoctoral development). The incumbent will be involved in the sourcing, design, coordination and delivery of researcher development courses; relationship building with relevant departments, faculties and external stakeholders; participation in other research development-related initiatives within the university and central administration and in regional, national and international researcher and capacity development initiatives.

Requirements:

- Doctoral Degree in the Sciences, Health Sciences or Engineering stream;
- A minimum of 3 years' experience in the SA Higher Education research environment either as an academic, researcher, research consultant or research project manager;
- Research publication record;
- Excellent communication, presentation and interpersonal skills;
- Ability to understand and adapt to a range of different research practices;
- Proven experience with the research funding environment (proposals & reports writing experience);
- Willingness to engage with new forms of technology that are relevant to Researcher Development programmes.

Advantages:

- Blended learning programmes or the development of online training materials;
- Postgraduate and Postdoctoral Student supervision;
- Successful Research grant proposal writing.

Responsibilities:

- Be integrally involved in formulating, organising and managing the annual RDA academic calendars through the identification of researchers needs in terms of skills and ensure the provision of the necessary courses;
- Develop and design new researcher development material and programme content while refreshing and updating existing material and content where necessary;
- Source UCT Academics, facilitators and presenters for the delivery of the relevant researcher development programmes;
- Build solid and lasting relationships with the research offices of other academic institutions with the view of mainstreaming the RDA's researcher development initiatives at these institutions;
- Support the implementation of a range of research grant and award opportunities as well as special projects;
- Keep abreast of both National and International researcher development developments and best practices.

The annual remuneration package for 2019, including benefits, is between **R578 574** and **R680 673**.

To apply, please e-mail the below documents in a **single pdf file** to Ms Natasha Khan at recruitment01@uct.ac.za:

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

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 will be required to do a presentation and assessments.

Telephone: 021 650 3469

Website: www.research.uct.ac.za

Reference number: E19516

Closing date: 20 December 2019

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

UCT reserves the right not to appoint.