



## **SENIOR OFFICER NRF (NATIONAL RESEARCH FOUNDATION) AND DEPARTMENTAL AWARDS**

(1-Year Contract; Payclass 09)

### **Postgraduate Funding Office Research Office**

The Postgraduate Funding Office (PGFO) is responsible for the management and administration of postgraduate and postdoctoral awards at UCT. It also monitors the postgraduate and postdoctoral sectors and the development of policies and procedures for financial and other types of support.

The PGFO seeks to appoint a suitably experienced incumbent to the position of **Senior Officer: NRF and Departmental Awards**. This is a one-year fixed contract position, for filling with immediate effect. The contract may be extended, depending on available funding and meeting of performance standards.

The main purpose of this position is to contribute to the overall service provided by the PGFO, with focus on providing high-level coordination of pre- and post-award of postgraduate and fellows scholarship administration of the National Research Foundation (NRF) Awards, Departmental Awards (from varied funding sources) and the postdoctoral sector. The incumbent will be required from time-to-time to assume delegations as advised by the Manager: NRF and Departmental Awards.

#### **Requirements:**

- An NQF 6 qualification with 4 years' relevant experience in a university student funding or research council environment.
- Exposure and experience with an online student funding platform.
- Demonstrable client servicing skills, with a strong student-oriented focus.
- Proven organisational and planning skills.
- Ability to multi-task and meet competing deadlines.
- Meticulous attention to detail.
- Ability to work under pressure.
- Excellent interpersonal and teamwork skills.
- Proficiency in MS Office Suite and database management.
- Excellent written and verbal communication skills.

#### **The following would be advantageous:**

- Knowledge of relevant university policies and procedures.
- Experience with PeopleSoft or similar student administration system.
- Experience with the NRF online system or similar student funding platform.
- Relevant experience in a postgraduate student funding environment.

#### **Responsibilities:**

- Coordination of postgraduate awards administration, with a focus on NRF awards.
- Client, student and stakeholder liaison, including with the NRF.
- Servicing officer for selection committees and processes.
- Financial administration and management.
- Support for online funding platforms and student administration systems.
- Data-capturing on student and funder administration systems.
- Preparation and submission of funder reports.
- Processing of annual progress reports and renewal applications.
- Responding to queries (telephonic, written and walk-in).
- Supervision of staff and contributing to the performance management system.

The annual cost of employment in 2021, including benefits is **R 402 275 to R 473 264**.

For more details about the position, please contact Ms Bongwiwe Ndamane ([Bongwiwe.Ndamane@uct.ac.za](mailto:Bongwiwe.Ndamane@uct.ac.za)).

**To apply**, please e-mail the below document in a **single pdf file** to: Mrs Natasha Khan at [recruitment07@uct.ac.za](mailto:recruitment07@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>),
- Detailed motivation for your application, and Curriculum Vitae (CV).

Please ensure the title and reference number are indicated in the subject line. An application that 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:** 021 650 3469

**Website:** <http://www.students.uct.ac.za/students/fees-funding/postgraduate-degree-funding>

**Reference number:** E210121

**Closing date:** 12 February 2021

*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 (i.e. African, Coloured and Indian).*

UCT reserves the right not to appoint.