



# SENIOR COORDINATOR

(Contract ending 31 December 2019)

## Research Systems Research Office

The Research Office is looking for a Senior Coordinator to oversee and coordinate the training and rollout of the full spectrum of research systems' functions at the university as well as supporting the university-wide advocacy for the electronic Research Administration (eRA) systems. This includes presenting system functionality and research administrative/business processes to stakeholders such as academics, professional & administrative support staff (PASS) and external organisations such as the NRF, SAMRC, other universities etc. The Senior coordinator needs to keep abreast of system developments pertaining to research systems as well as the research business processes associated with them.

### Requirements:

- An appropriate tertiary qualification (NQF7)
- Five years' work experience, with at least three years in higher education, preferably in a research environment
- Presentation skills and experience in training staff
- A high level of written and verbal communication skills coupled with sound interpersonal skills
- A high level of computer literacy skills including Microsoft Office proficiency, at an intermediate to advanced level as well as a good understanding of information systems
- Meticulous approach to work with exceptional organisational skills
- Attention to detail and ability to work accurately under pressure while managing competing demands
- Proven ability in the major aspects of training including the production of training materials
- Proven self-management skills, with an ability to plan and manage activities and projects over short and longer periods

### Advantageous:

- Master's Degree
- Experience with research administration systems such as Converis
- Significant work experience as a trainer, coach, or training facilitator, preferably in a large environment

### Responsibilities include:

- eRA presentations and other communications to facilitate the rollout and ongoing usage of eRA systems
- identifying training needs and implementing appropriate training, support and documentation
- coordination of software upgrades
- reporting issues and monitoring progress until they are resolved

The 2018 annual cost of employment is between R 345 915 and R 639 730.

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Phiroza Kamish at [phiroza.kamish@uct.ac.za](mailto:phiroza.kamish@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter including a motivation for your application, and
- 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 may be required to undergo competency and psychometric tests.

**Telephone:** 021 650 3180

**Website:** [www.researchsupport.uct.ac.za](http://www.researchsupport.uct.ac.za)

**Reference number:** E90212

**Closing date:** 20 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 (i.e. African, Coloured or Indian) South African candidates.*

UCT reserves the right not to appoint.