



## INTERNATIONAL GRANTS CO-ORDINATOR

(1-year contract with a possibility of renewal)

### Research Office

We seek to attract a suitably experienced and qualified individual to a one-year contract in the post of International Grants Co-ordinator, located in the Research Office. The ideal candidate would have experience in securing or administrating international grants in the higher education environment or science council or funding agency. The purpose of this position is to ensure the efficient and timely internal review and submission of competitive funding proposals by UCT's researchers using online submission systems for major international funders.

#### **Requirements:**

- Honours degree (master's degree with research experience is an advantage)
- At least 3 years' relevant experience in securing or administrating international grants in the higher education environment or science council or funding agency.
- A demonstrable ability to manage processes, workflows and systems in a demanding environment
- A demonstrable ability to contribute to the research enterprise through skilled relationship building
- Ability to work with online funding platforms and with budget templates
- Willingness to undertake work in accordance with international time-zones
- Excellent written and verbal communication skills
- Computer skills, particularly word-processing software, spreadsheets and databases, and web-based platforms

#### **Advantages:**

- Working knowledge of the higher education research funding environment
- Master's degree with a research component

#### **Responsibilities:**

- Administrative support for and coordination of submission processes and workflows for mainly international funding proposals
- Identification of high-impact local and international funding opportunities for which UCT has strategic advantage
- Guidance (of both academic and PASS staff) in using internal UCT review processes and in different funder requirements and online submission procedures
- Internal checks of proposals before submission to ensure they meet funder requirements and minimise risk to UCT
- Organisation of workshops to train UCT staff on internal UCT submission practices and policies related to international grants, on specific funder requirements and on the grant application panel review processes for a better understanding of how their proposals will be reviewed
- Support for a Proposal Development Specialist and Research Support Services Manager on development and submission of major, multi-collaborative grant applications

The 2018 annual cost of employment is between R 273 934 and R 521 333.

**To apply,** please e-mail the below documents in a single pdf file to Beke Zulu at [bekezela.zulu@uct.ac.za](mailto:bekezela.zulu@uct.ac.za):

- UCT 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 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 an assessment.

**Telephone:** 0216501754

**Website:** <http://www.researchoffice.uct.ac.za/>

**Reference number:** E90226

**Closing date:** 11 March 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 (African, Coloured & Indian) South African candidates.*

UCT reserves the right not to appoint.