HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

NOTES
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	International grants coordinator		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC10	Date last graded (if known)	N/A
Academic faculty / PASS department	Research Office		
Academic department / PASS unit			
Division / section			
Date of compilation	January 2019		

ORGANOGRAM
(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)
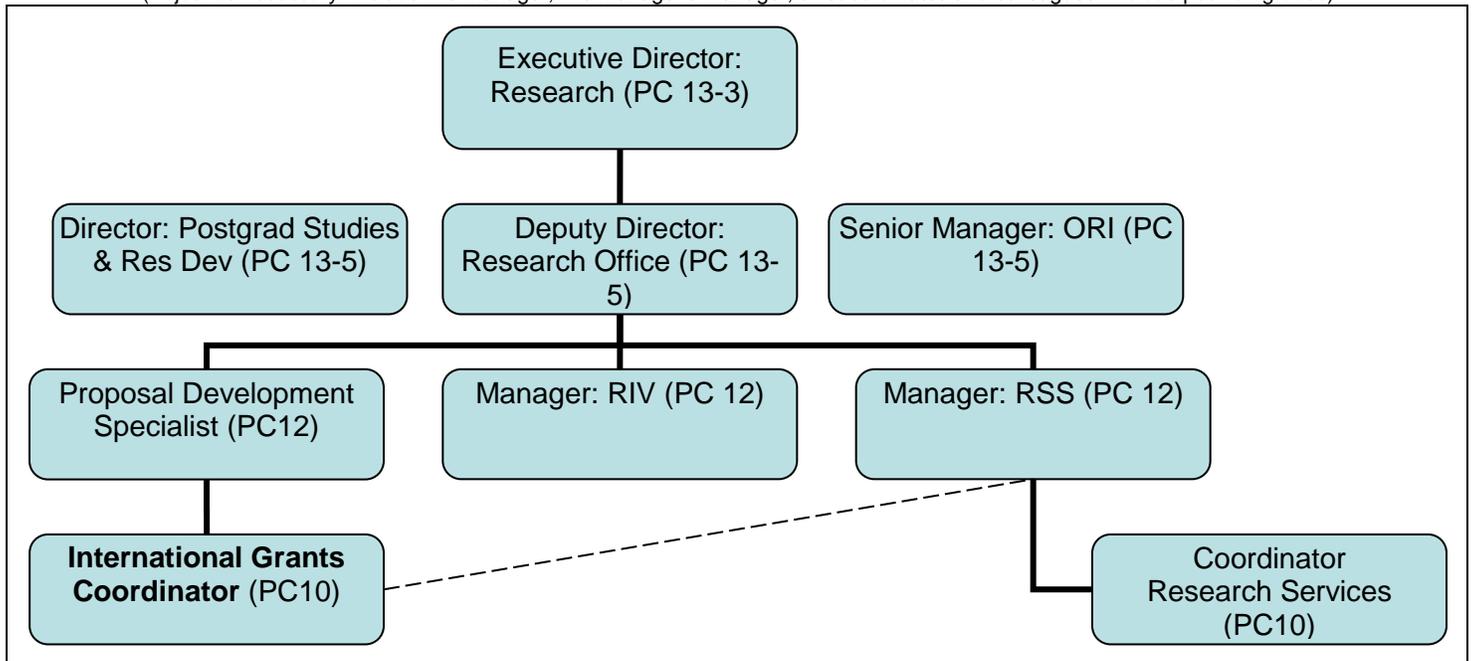
PURPOSE

The main purpose of this position is to provide administrative support to researchers from all UCT faculties applying for mostly international (non-NRF) grants. This will entail identifying suitable international funding calls, promoting them via the internal research listserv, and being the expert port of call for the submission process, including:

- Guiding researchers on internal UCT processes for submission to different funders, providing expert technical and administrative support based on sound knowledge of the different agencies and their requirements

- Reviewing the content of proposals to ensure they align with funder requirements

- Supporting submission of proposals via funder-specific electronic submission systems and completing internal reviews via UCT electronic systems prior to funding agency deadlines

- Helping with budget and IP-related enquiries

- Setting internal deadlines in consultation with faculties (e.g. Faculty of Health Sciences for Medical Research Council calls).

- Working closely with a Proposal Development Specialist and Research Support Services Manager to support major, multi-collaborative international grant applications.

The position will require work across PASS (**P**rofessional **A**dministrative & **S**upport **S**ervices) department boundaries through efficient coordination of additional expertise and services from cognate departments (e.g. Research Finance, Research Contracts & Innovation, Faculty of Health Science Research Office, International Academic Programmes Office, and Information & Communication Technology Services) and other pre/post award international stakeholders as necessary to support proposals and funded projects. The incumbent will contribute to the strategic positioning of the University's research portfolio in accordance with the Research Strategy.

Since support will be for mainly international grant proposals, some of which require submission to agencies in different time zones, the position will entail flexible working conditions.

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Administrative support for submission of mainly international (non-NRF) funding proposals	60%	- Identifying suitable international funding calls and distributing them via the research listserv - Providing admin support for these calls, including: • Communicating internal UCT processes for submission • eRA support (see KPA2) • Arranging for institutional letters of support to be signed by the relevant authority • Helping with budget enquiries and liaising with Faculty finance offices • Linking academics with relevant personnel at the Central Research Office; Research Contracts & Innovation; Faculty Research Offices; Central Finance; and Faculty Finance offices, all of which may be involved at various stages of an international proposal's development and submission. - Upon internal submission of proposals, checking for completeness and that they conform to the funder's rules, and identifying potential risks to UCT. These checks might include, but are not limited to: • Evaluating allowable funder costs and ensuring the accuracy of included overhead costs • Ensuring salaries budgeted for are in alignment with established UCT pay scales • Ensuring an agreement is in place from the relevant Faculty if the funder requires matched funds • Evaluating potential IP issues and raising any relevant concerns with the Research Contracts & Innovation Office • Reviewing proposal content - Facilitating the submission process using grants management software of major international funders, such as NIH, Wellcome Trust, European Commission (e.g. Horizon 2020/Horizon Europe), UKRI, Royal Society and NSF, among others. This may require working outside of standard office hours, particularly for submission to agencies in different time zones.	Timely submission of mainly international grant proposals with all checks and balances complete, lessening risk to UCT and increasing the chances of the proposal being funded.

2	Administrative support for internal review via UCT's Electronic Research Administration (eRA) system	20%	Supporting and assisting UCT researchers with completion of the online eRA internal review process, answering all relevant queries. Liaising with Faculty and RC&I staff responsible for signing-off proposals for submission to a funding agency. This will be in collaboration with the eRA Roll-Out Coordinator	More streamlined and standardised internal review and submission of mainly international grant proposals. Increased efficiency in the overall submission process.
3	Organising training workshops for international grants submission and review processes	5%	Organising training workshops under direction of Proposal Development Specialist or RSS Manager: • Administratively supporting the workshop coordinator • Arranging logistics for the day • Advertising the event • Handling the finances of the event	Efficiently organised workshops geared towards training UCT researchers 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
4	Providing support for the development of major, multi-collaborative grant applications	15%	Activities may include, but are not limited to: • Registering and adding co-investigators to online grants submission sites such as the UK's Je-S or Flexi-Grant systems • Obtaining signed letters of support from co-investigators and collaborators from multiple institutions and countries • Populating online submission forms with information such as budget amounts, justification of resources, co-investigator CVs, etc. • Developing communication plans and submission timelines to meet internal and funder deadlines	Efficient and timely submission of major (multi-million USD/EUR/GBP) multidisciplinary, multi-collaborative funding proposals.

Minimum qualifications	Honours degree (NQF 7) Advantage: master's degree with a research component
Minimum experience (type and years)	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 • Ability/willingness to undertake work in accordance with international time-zones
Skills	• Excellent written and verbal communication skills • Proficient computer skills, particularly word-processing software, spreadsheets and databases, and web-based platforms (no programming skills are required) • Significant initiative and judgement are required, while working within a complex organisational environment • Experience or ability to quickly acquire relevant business and systems knowledge, ensuring systems and files are updated and maintained accurately • Excellent time management skills with the ability to handle the administration of projects within tight timeframes and perform under pressure. • Basic financial administration skills; ability to prepare budgets using online systems/templates
Knowledge	Higher education sector (either as an academic or administrator) and working knowledge of the research funding landscape
Professional registration or license requirements	N/A
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Analytical thinking Flexibility and strong fortitude Emotional intelligence

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Research support skills	2	Teamwork and collaboration	2
	Quality commitment/ work standards	2	Professional knowledge and skill	2
	Planning and organizing	2	University awareness	2
	Written communication	2	Analytical thinking/Problem solving	2
	Adaptability/Flexibility	2	Energy	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Administrative support for and coordination of international funding proposals for individual UCT researchers and research groups.
Amount and kind of supervision received	Limited guidance from the line manager. Administration of funding proposals should be carried out independently and be in keeping with structures, policies and processes of UCT, funding agencies and government departments
Amount and kind of supervision exercised	The post is not a managerial one, but supervision exercised will be in the form of guidance (of both academic and PASS staff) in using internal UCT review systems and being an expert resource in different funder requirements and online submission procedures
Decisions which can be made	If a proposal meets all the funder requirements and adheres to UCT risk mitigation strategies, proposal submission can be authorized
Decisions which must be referred	If any problems with a proposal are flagged, these must be referred to the line manager who will then escalate based on the nature of the problem

CONTACTS AND RELATIONSHIPS

Internal to UCT	University executive, faculty research committees; academics; executive; PASS departments; committees; service departments
External to UCT	Funders; government departments; partner higher education institutions