



**ASSISTANT LECTURER: MANAGER – CENTRE OF EXCELLENCE
FITZPATRICK INSTITUTE OF AFRICAN ORNITHOLOGY**
(Part-Time; 2-year contract)
DEPARTMENT OF BIOLOGICAL SCIENCES
FACULTY OF SCIENCE

The FitzPatrick Institute of African Ornithology, part of the Biological Sciences Department, seeks to appoint a part-time Assistant Lecturer on a two-year contract to act as manager and student mentor for the Centre of Excellence (CoE). The CoE is a world-renowned, national Centre of Excellence in ornithological and conservation research with a strong emphasis on postgraduate training. We are seeking an enthusiastic, self-motivated, independent person to interact with the National Research Foundation (NRF) and to manage the activities of the CoE while also assisting with student development. The successful candidate will be responsible for the management and administration of substantial research funds, the preparation of performance and financial reports, and will assist the Director in institutional promotion and the enhancement of inter-institutional linkages.

Requirements:

- A PhD in ornithology or similar discipline
- At least three-years of Post-doctoral Fellowship or equivalent experience
- A sound knowledge of conservation research project management
- Good organizational and communication skills, including strong report writing skills
- Ability to work independently

The following would be advantageous:

- Demonstrable people management skills and experience in postgraduate student supervision and mentoring
- Experience working on inter-organisational teams
- Experience with data analysis, including advising students in this regard
- A sound knowledge of avian conservation research

Key Responsibilities include:

- Act as the reporting link with the NRF
- Fulfil financial and other monthly reporting functions to the NRF
- Arrange and attend CoE Steering Committee meetings (2 per year)
- Implement and monitor the activities and contents of the CoE Business Plan
- Prepare the CoE Annual Report and assist in the production of the Institute's Annual Report
- Implement and reconcile the annual CoE budget and facilitate the annual CoE account audit
- Co-organise any conferences in which the FitzPatrick Institute plays an organisational role
- Facilitate and contribute to CoE media exposure, including the Institute's website and Facebook content
- Conduct own thematic research project and publish outputs of own research project
- Advise students in institutional procedures, assist staff and students with logistical support
- Assist students with experimental approaches and statistical analysis

The incumbent is expected to help with ad hoc duties which arise from time to time.

The annual remuneration package, including benefits is between R131 607 and R260 529, depending on skills and experience.

To apply, please e-mail the below documents in a **single pdf file** to Hilary Buchanan at hilary.buchanan@uct.ac.za

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

Please ensure that 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 a competency test.

Telephone: 021 650 3291

Website: www.biologicalsciences.uct.ac.za

Reference number: E21115

Closing date: 29 January 2021

UCT is committed to the pursuit of excellence, diversity and redress. 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 and Indian) South Africans and persons with disabilities.

UCT reserves the right not to appoint.