



RESEARCH COORDINATOR

(1-year contract; Payclass 09)

African Climate and Development Initiative Faculty of Science

Applications are invited for the post of **Research Coordinator** for the African Climate and Development Initiative (ACDI). ACDI is a research institute which focuses on research and teaching on climate and development.

Summary: This is a 12-month fixed term position to support the day-to-day activities and underlying research needs of an ongoing research project focused on the impact of climate change on the agriculture sector in eight (8) African countries.

Requirements:

At minimum, an Honours-level qualification, and preferably a Masters-level qualification, in relevant fields such as

- inter alia environmental sciences and geography; agriculture and crop production; agricultural, environmental or natural resource economics; climate change adaptation and sustainable development.

At least one year of experience in a working environment related to research, consultancy services, project management and/or management of technical data and information.

Advantageous experience includes:

- working in, or undertaking research on, Southern African countries particularly in fields relating to climate change, agriculture and sustainable development.
- working in, or undertaking research for, international development agencies in the above-mentioned fields

The preferred candidate should be able to demonstrate a combination of skills that may include inter alia

- Quantitative and qualitative research skills, ideally including the ability to identify and analyse agricultural, economic and environmental data from African countries;
- Excellent organisational, project coordination and data management skills;
- Excellent proofreading, copy-editing and document layout/presentation skills;
- Ability to undertake basic statistical analyses, summarise and present large datasets;
- Excellent writing skills, ideally including writing technical reports, research articles;
- Ability to support ongoing logistic planning, project management, and communication with stakeholders in multiple countries.

Responsibilities:

Supporting a range of project activities, including

- background research and data analysis;
- interpretation and writing up of research findings;
- design, layout and presentation of research outputs and findings, including graphical presentation / visualisation of analyses and general production of final summary reports;
- planning and coordination of project activities, particularly to support timeous execution of project activities in line with a pre-agreed workplan, in partnership with other researchers;
- various ad hoc research and project management roles.

The annual cost of employment, including benefits (*where applicable*), is between R225 024 and R418 435

To apply, please e-mail the below documents in a **single pdf file** to Rabia Karriem at rabia.karriem@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, 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 a competency test.

Telephone: 021 650 5598

Website: www.hr.uct.ac.za

Reference number: E81145

Closing date: 09 December 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf.

UCT reserves the right not to appoint.