



NOTES

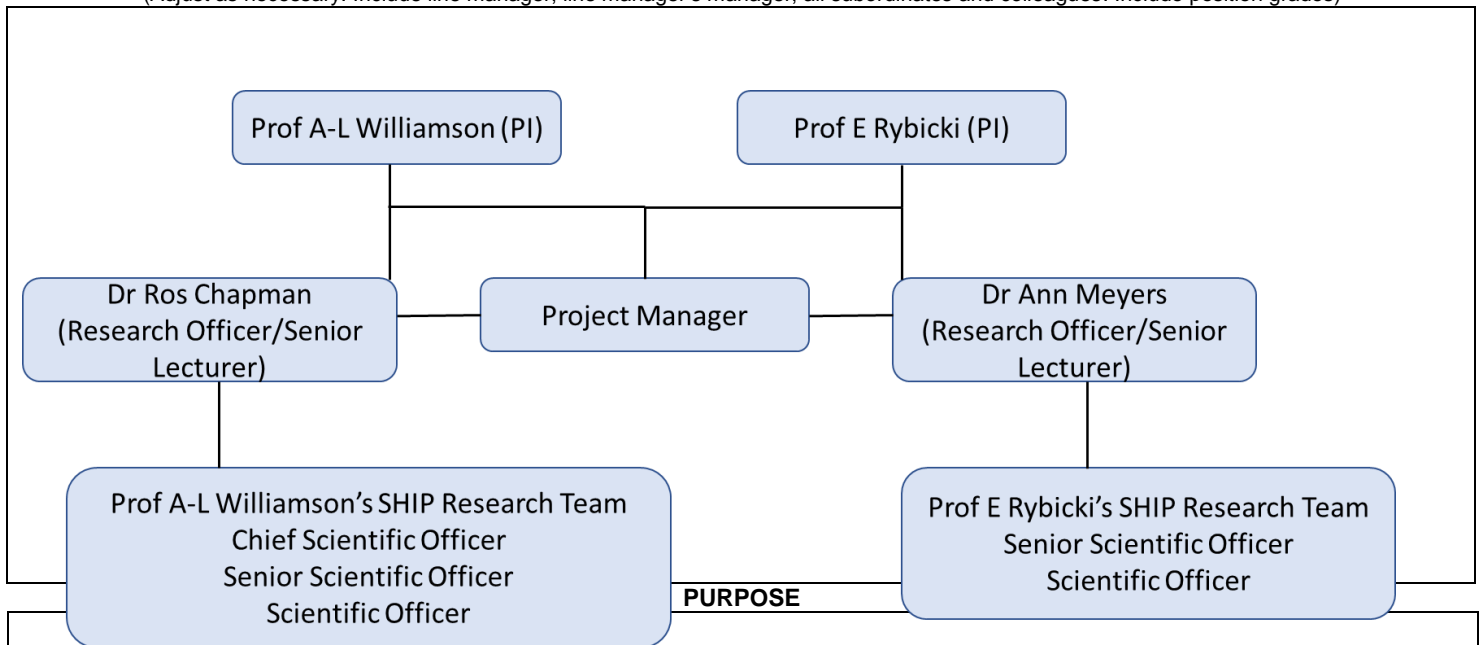
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Project Manager		
Job title (HR Practitioner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Health Sciences, Pathology		
Academic department / PASS unit			
Division / section	Medical Virology		
Date of compilation	19 September 2018		

ORGANOGRAM

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



The main purpose of this position is to manage two research projects that are independently led by two principal investigators within the HIV vaccine research group in terms of resource planning, scheduling, monitoring and evaluation, interaction and liaising with the MRC

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Coordination and management of Projects	50%	<p>General and technical project management which will primarily be:</p> <ul style="list-style-type: none"> • To coordinate and facilitate research group and Steering Committee meetings • To ensure project objectives are achieved through day to day operational support • To monitor progress of tasks/milestones involving the UCT team and MRC on all objectives • To monitor the overall management of the budgets • Responsible for coordinating reports 	<p>Efficient project management to ensure that the objectives of the project(s) and their associated objectives are met within the time frame of the grant(s), within budget and to the satisfaction of the funder</p>
2	Facility management	25%	<ul style="list-style-type: none"> • Co-ordinate Research meetings and have minuted action items and deadlines • Manage finances and liaise with IIDMM Core Office regarding financial management of funds • Write scientific reports for funding body • Manage contracts and MTAs • Resource planning including HR for new projects • Responsible for obtaining permits from Dept of Agriculture or Health. • Organise shipping of materials • Organise activities between the various research sites • Interacting and liaising with research participants in various research sites. 	<p>Project(s) delivered according to the objectives and milestones, within the budget(s) and time lines</p>

MINIMUM REQUIREMENTS

Minimum qualifications	MSc in Biomedical Sciences			
Minimum experience (type and years)	Either a PhD with 2 or more years' project management experience; OR an MSc in Biomedical Sciences with 5 or more years' project management experience			
Skills	<p>Organisational skills</p> <p>Written and verbal communication skills</p> <p>Ability to prioritise tasks</p> <p>Scientific writing</p> <p>Computer skills – MS Word, Powerpoint, Excel</p> <p>Ability to work both independently & within a team</p> <p>Excellent English verbal and written communication skills.</p>			
Knowledge	<p>Knowledge of and experience in project management.</p> <p>Experience in biomedical research which enables a good understanding of HIV vaccine related science.</p> <p>Knowledge of and experience in financial management.</p> <p>Experience in writing scientific reports.</p>			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Honesty in handling cash or finances.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Resource Management	2	Systems thinking	2
	Professional knowledge and skill	2	Managing conflict	2
	People Management	2	Communication	2
	Building interpersonal relationships	2	Stress tolerance	2
	Quality commitment/Work standards	2	Decision making and judgement	2
	Teamwork/Collaboration	2	Creativity and innovation	2
	Resilience/Tenacity	2	Problem solving	2
	Analytical thinking/Problem solving	2	Result focus	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Ensuring reports are submitted to funders when due. Management of funds to ensure that the budget is adhered to and there are sufficient funds in the main and salary funds to meet requirements. Ensuring that the group complies with the funding contract. Setting up of Steering Committee Meetings. Minuting of meetings.
Amount and kind of supervision received	Professor Anna-Lise Williamson, Professor Ed Rybicki, Dr Ann Meyers and Dr Ros Chapman will be available to advise and give assistance when required. Two weekly meetings will be held with the PIs and team of researchers.
Amount and kind of supervision exercised	<p>Liaising with members of the research team to compile reports for funders.</p> <p>Ensuring the research team meet project deadlines.</p> <p>Ensuring that the members of the research team comply with the agreements outlined in the Contract between the MRC and UCT.</p> <p>Ensuring that the members of the research team comply with the budget requirements.</p>

Decisions which can be made	
Decisions which must be referred	Most of the decisions relating to this post will need to be confirmed by the PIs (Professor Anna-Lise Williamson and Professor Edward Rybicki) or in their absence Dr Ros Chapman and Dr Ann Meyers.

CONTACTS AND RELATIONSHIPS

Internal to UCT	RCIPs IDM Finance IDM Core Office Foreign Purchasing UCT Animal Ethics UCT Animal Research Facility
External to UCT	Michelle Mulder, MRC project manager NICD Johannesburg Dr Gerald Chege, MRC DAFF DOH Stellenbosch Animal Facility