PROJECT MANAGER: PROPOSAL DEVELOPMENT

(Payclass 11: 3-year contract)

Faculty Research Office

Faculty of Health Sciences

Applications are invited for the post of Proposal Development Project Manager for the Faculty of Health Sciences at the University of Cape Town. This is a full-time, 3-year contract position. The Project Manager will support Faculty of Health Sciences researchers and the Research Directorate in identifying, developing and preparing research funding proposals, as well as in the management of strategic projects and funding schemes. The position provides advice on the structures, review processes, funding priorities, budget requirements, and policies and procedures of major granting agencies, to secure financial resources that will help the Faculty deliver on its mission, in particular that of undertaking research relevant to the needs of our country, the African continent and globally.

Minimum requirements:

- A Master's degree in a health sciences related discipline
- At least 2 years' post MSc qualification work experience
- Experience as a scientific/medical writer, including proposal writing
- A track record of applying for funding for research, either as a researcher or as a grant-writer or equivalent
- Experience of working for a higher education institution, research council, research funder or other relevant research organisation
- Proven project management experience
- Exceptional written and verbal communication skills, and the ability to work confidently with scientific information

Advantages:

- PhD in a health sciences related discipline
- Experience within an academic environment
- A track record of administering proposals for grant funding agencies

Responsibilities:

- Advising researchers in the Faculty of Health Sciences in the development of research grant proposals
- Guiding early-career researchers in developing a research proposal, providing authoritative advice and information on grant application and awarding processes
- Project managing the development and submission of major research grant proposals
- Identifying high-impact funding opportunities for established researchers, particularly for multi- and trans-disciplinary grants
- Management of strategic projects and research prize/award nominations, packages and applications
- Contributing to grant writing for core Faculty support in line with strategic goals
- Managing internally administered funding schemes and awards
- Supporting Faculty of Health Sciences research risk assessment through UCT's electronic Research Administration (eRA) system

For more details about the position, please contact Dr David Choveaux (e-mail: david.choveaux@uct.ac.za).

The annual cost of employment, including benefits is between R615 025 and R723 556.

To apply, please e-mail the below documents in a **single pdf file** to Ms Vathiswa Mbangi at recruitment05@uct.ac.za

- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc).
- A detailed letter of motivation that addresses the requirements of the job.
- 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:	021 650 3003	**Website:**	http://www.health.uct.ac.za/
Reference number:	E200205	**Closing date:**	8 June 2020

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 South African candidates and people with disabilities.

UCT reserves the right not to appoint.