



COORDINATOR: RESEARCHER DEVELOPMENT

(Permanent Position; Payclass 11)

Research Office

We seek to appoint an experienced and qualified individual to the post of *Coordinator: Researcher Development (primarily in the Social Sciences, Commerce, Law and Humanities sectors)*, to coordinate and support Researcher Development programmes designed to meet the professional development needs of researchers, primarily, but not exclusively, at early career stage (including those related to postgraduate and postdoctoral development). While the coordinator will have their own disciplinary expertise and support a cohort of researchers in a defined set of disciplines, where they play a mentoring role to the programme members, they will also contribute to cross-disciplinary content.

The incumbent will be involved in the sourcing, design, coordination and delivery of researcher development training (both in-person and online); relationship building with UCT academics (who will be invited to present in our programmes), relevant departments and faculties; participation in other research development-related initiatives within the university and central administration and in regional and national researcher development initiatives; and sharing in various other management tasks.

While this position requires for the applicant to have academic experience, this position is not an academic position.

Requirements:

- Doctoral Degree;
- A minimum of 3 years' experience in the SA Higher Education research environment either as an academic, researcher, research consultant or research project manager;
- Evidence of experience in the development and presentation of face-to-face, blended learning and online training material;
- Excellent communication (oral and written), presentation and interpersonal skills;
- Ability to understand and adapt to a range of different disciplinary research practices;
- Research publication record;
- Proven experience with the research funding environment (proposals & reports writing experience);
- Demonstrated experience in Postgraduate supervision;
- Willingness to engage with new forms of technology that are relevant to Researcher Development programmes (Computer literacy and ability to work with databases).

Advantages:

- Successful research grant proposal writing and research project management; and
- Understanding of the NRF rating system to help researchers prepare for rating would be an advantage.

Responsibilities:

- Be integrally involved in formulating, organising and managing the annual academic calendar through the identification of researchers' needs in terms of skills and ensure the provision of the necessary training;
- Develop and design new researcher development material and programme content while refreshing and updating existing material and content where necessary;
- Source UCT Academics, facilitators and presenters for the delivery of the relevant researcher development programmes;
- Build solid and lasting relationships with the research offices of other academic institutions with the view of mainstreaming the RDA's researcher development initiatives at these institutions;
- Support the implementation of a range of research grant and award opportunities as well as special projects;
- Keep abreast of both National and International researcher development and research best practices, participate and contribute to appropriate fora.

The annual remuneration package for 2022, including benefits, is between **R 671 593** and **R 790 107**.

To apply, please e-mail the below documents in a **single pdf file** to Ms Hlubi Ntsizi at recruitment07@uct.ac.za

- Application Form (download at <http://forms.uct.ac.za/hr201.doc>),
- A letter of motivation (detailed motivation clearly addressing the job requirements),
- Curriculum Vitae (CV) maximum 5 pages.

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 will be required to do a presentation and assessments.

Telephone: 021 650 3831

Website: <https://www.uct.ac.za/research-support-hub>

Reference number: E220439

Closing date: 05 December 2022

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. 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.