



OPERATIONS MANAGER

(Payclass 10)

DEPARTMENT OF PATHOLOGY

FACULTY OF HEALTH SCIENCES

The Department of Pathology invites applications from suitably qualified candidates for appointment to a permanent position as Operations Manager. The position will provide overarching resources to co-ordinate joint activities in the Department. This is a full-time position requiring co-ordination of multiple components and continuous monitoring of all processes set in motion. The main purpose of this position is to provide specialist support services in a diverse team responsible for the administrative, financial, HR, marketing, communications, logistical and /or operational functions within a large academic department.

Requirements for the job:

- MSc (in Biomedical Sciences or equivalent; NQF9) and Experience in Research Administration
- 2 years directly relevant working experience in a University environment.
- Strong writing skills to be able to write project proposals and research reports; informatics (competent with databases and spreadsheets, and other software packages).
- Proven experience of institutional administration (e.g. UCT research administration), working knowledge of financial and staff management.
- Must be technically competent, meticulous and be able to work both independently and as part of a team.
- Must have demonstrable above-average communication skills and be able to problem solve and show high levels of independent thinking.

The following will be advantageous:

- Experience in Project Management and Research Planning would be a benefit.
- Demonstrable bioinformatics skills.

Responsibilities:

- Design and implementation of cross-disciplinary projects within the Department of Pathology.
- Manage the Departmental Policy for Department-wide ICTS services.
- Catalogue and manage the inventory of shared resources between Divisions in the Department.
- Identify training courses and programmes that can be offered to all Divisions in the Department.
- Support training programmes (e.g. Hons), including Seminars and workshops that are offered across disciplines in the Department
- Create and maintain a standardised list of SOPs for processes and procedures within the Department.
- Provide support for project leaders and students with development and implementation of research project proposals
- Engage with each Division towards providing an updated web-site for the Department

The annual cost of employment for 2022, including benefits is between R547 299,00 and R 643 880,00.

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

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter that speaks to the specific requirements of the position, 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 assessments.

Telephone: 021 650 5405

Website: <http://www.health.uct.ac.za/fhs/departments/pathology>

Reference number: E220464

Closing date: 15 January 2023

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.hr.uct.ac.za/hr/policies/employ_equity.

UCT reserves the right not to appoint.