

**NOTES**

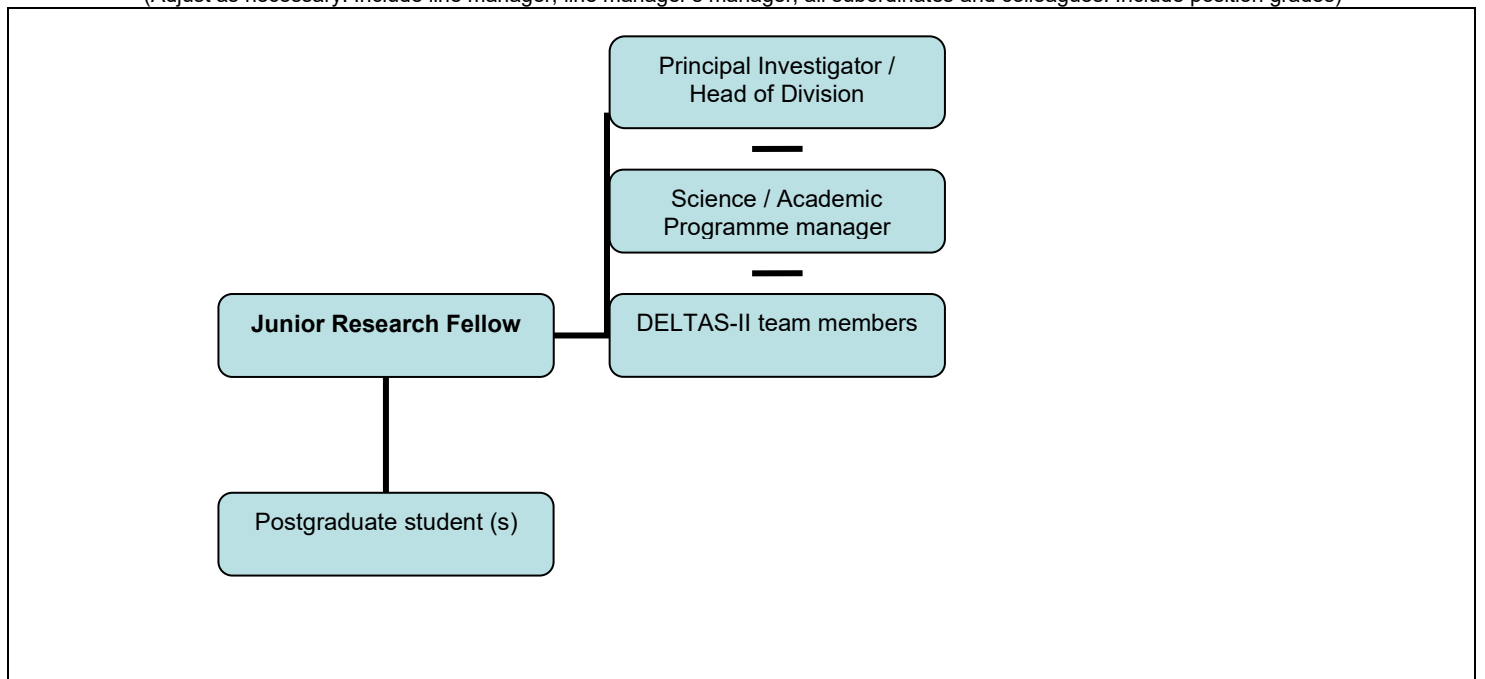
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Junior Research Fellow		
Job title (HR Business Partner to provide)	Junior Research Fellow		
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Department of Paediatrics and Child Health		
Division / section			
Date of compilation			

**ORGANOGRAM**

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



**PURPOSE**

The main purpose of this position is to conduct research within the DELTAS-II ALMA research grouping (mechanisms of brain development, measurement of brain function and behaviour, and interventions to promote child development ) in the Department of Paediatrics and Child Health, as well as supervise and teach students within the UCT Neuroscience Institute programme.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Research	60%	<p>To contribute to ongoing research projects in the field of brain development through managing data collection, analysis, and write up.</p> <p>To assist with funding proposals and taking new grant opportunities.</p> <p>To assist with consent, co-ordination and archiving of consent processes of ongoing research projects.</p> <p>To assist with data collection, if needed.</p> <p>To maintain relevant databases.</p> <p>To carry out a research project linked to the grouping's core interdisciplinary research focus of DELTAS Africa II</p>	<p>To perform high impact research at UCT.</p> <p>Producing at least 1-2 planned research outputs per annum, linked to the research project</p>
2	Teaching	10%	<p>Teaching postgraduate students.</p> <p>Support a network/consortium of students and fellows</p>	<p>To promote learning and understanding in the field of neuroscience in postgraduate students.</p>
3	Supervision oor co-supervision of postgraduate students	10%	<p>Supervision of postgraduate research and student projects related to the DELTAS areas of expertise.</p>	<p>To increase the number of BMedSc(Hons), MSc and PhD graduates at UCT.</p> <p>To ensure students are adequately mentored and supported to graduate successfully.</p>
4	Leadership, management and administration	20%	<p>To provide support for ongoing research projects.</p> <p>To assist with manuscript preparation and submission to reputable journals.</p> <p>To assist with managing research consumables and purchases.</p> <p>To prepare and write grant applications.</p> <p>To liaise with study team members from data collection through to write up, finance and procurement offices for administration of financial aspects of research projects, and with Contract and Innovation Office for grants and research projects.</p>	<p>To provide support to project manager and PI of studies in their administrative duties to ensure efficient and effective resource management.</p>

### MINIMUM REQUIREMENTS

Minimum qualifications	A PhD in Psychology, Public Health, Neuropsychology, Medicine, Health, or relevant discipline			
Minimum experience (type and years)	At least 2 years of research experience after PhD submission in relevant field A track record of publications in Neuroscience or relevant field Demonstrable experience with teaching postgraduate students Experience with administration and coordination of research projects (Admin, Ethics, HR, effective people management) Experience with grant management (Applications, Budgeting & Reporting) Experience with data management and databases			
Skills	Effective interpersonal skills Excellent verbal and written communication (English) Excellent organisation and time management skills Excellent computer skills. Computer literacy in Microsoft Office – Word, Excel, Powerpoint and in statistical analysis +/- image manipulation software(s). Ability to work independently as well as within a team			
Knowledge	Understanding of research administration and processes Relevant neuroscience knowledge			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	N/A			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical Thinking	2	Adaptability and Flexibility	2
	Teamwork / Collaboration	2	Building Partnerships	2
	Communication	2	Building interpersonal relationships	2
	Conceptual Thinking	2	Planning and Organizing	2
	Problem Solving	2	Client/Student service and support	2
	Creativity and Innovation	2	University Awareness	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	Liaison with study members and other teams. Administration duties (compliance, funding). Support, co-ordinate, and contribute to ongoing research projects. Conduct independent research in the project focus area. To maintain relevant databases. To produce research outputs related to the DELTAS II ALMA research grouping. Prepare and submit manuscripts. Lecturing and supervision of students. Funding proposals.
Amount and kind of supervision received	Monthly meetings on progress of work with line manager
Amount and kind of supervision exercised	Regular supervision meetings with students. Meetings with research data collection team and other teams which fall within the scope of responsibility.
Decisions which can be made	Decisions related to supervision of students.
Decisions which must be referred	Anything not delegated or beyond the scope of responsibility.

**CONTACTS AND RELATIONSHIPS**

Internal to UCT	Students, faculty and departmental staff
External to UCT	Funders, collaborators