



## PROJECT MANAGER

(Payclass 11; T2, 3-year contract)

### Biogeochemistry Research Infrastructure Platform (BIOGRIP) Faculty of Science

The Biogeochemistry Research Infrastructure Platform (BIOGRIP) was established in 2019 in terms of the South African Research Infrastructure Roadmap, a high-level research strategy of the national government Department of Science and Innovation. 'Biogeochemistry' is the study of how biological, geological, chemical, and physical processes interact to shape natural environments over time and space. It encompasses a range of interdisciplinary research areas, from the origins and diversification of life to the response of natural systems to environmental (including anthropogenic) change. This 15-year initiative will drive biogeochemical knowledge creation and exploitation by (1) providing technical capacity, training and scientific leadership in biogeochemical research (2) developing world-class analytical facilities and (3) improving monitoring of key biogeochemical environmental variables through the generation and compilation of statistically meaningful datasets. BIOGRIP's activities will contribute to national goals of access to clean water and sanitation, management of soil fertility and marine ecosystem productivity, and good health and well-being.

BIOGRIP comprises four research nodes, based at the Universities of Cape Town (focusing on isotope biogeochemistry), Stellenbosch (water and soil biogeochemistry), Free State (mineral biogeochemistry) and North- West (atmospheric biogeochemistry), with the administrative hub located at UCT. The Hub Project Manager will be based at UCT and will report to the BIOGRIP Director. The Hub Project Manager will (1) assist the Director in managing the Hub staff, (2) liaise with the BIOGRIP nodes and stakeholders, such as external funders and research collaborators, (3) assist the Director and other Hub and node staff with reporting, marketing, training and other activities, (4) investigate and pursue funding and collaboration opportunities with potential partners, and (5) depending on the person appointed, may have the opportunity to conduct research in order to contribute to the research output of BIOGRIP.

We therefore invite applications for a 3-year contract position for appointment as soon as possible.

#### Requirements for this position:

- A tertiary qualification in the natural sciences, at MSc level or higher and preferably related to biogeochemistry, for example oceanography, atmospheric chemistry or hydrogeology
- At least 3 years' experience in the research arena, for example, research related fundraising, conducting research, publication and marketing
- Experience in project management, including proposal development, budgeting, coordination of milestones or deliverables and report writing
- Excellent IT skills, especially with communications and filing, and preferably including abilities in graphics, imagery or GIS.

#### The following would be advantageous:

- Experience with managing office space, staff, organisational identity
- Exposure to corporate human resources and financial systems.

#### Responsibilities include:

- Facilitating maintenance of the Hub office space, computers and working environment
- Management of the Hub staff in conjunction with the Director
- Providing assistance with report writing and compilation
- Investigating, initiating and maintaining relationships with funders and collaborators
- Coordinating and co-writing funding proposals
- Managing aspects of research projects
- Working with the Hub financial manager to execute transactions, including procurement
- Coordinating periodic training and short courses
- Assisting with marketing, branding and communications.

The annual cost of employment for 2023, including benefits, is between R711 889 and R837 514.

**To apply**, please e-mail the documents below in a **single pdf file** to Ms Natasha Khan at [recruitment06@uct.ac.za](mailto:recruitment06@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)

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted; the interview process will include a competency test.

**Telephone:** 021 650 3469

**Website:** [www.biogrip.ac.za](http://www.biogrip.ac.za)

**Reference:** E230391

**Closing date:** 19 January 2024

*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 <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>*

UCT reserves the right not to appoint.