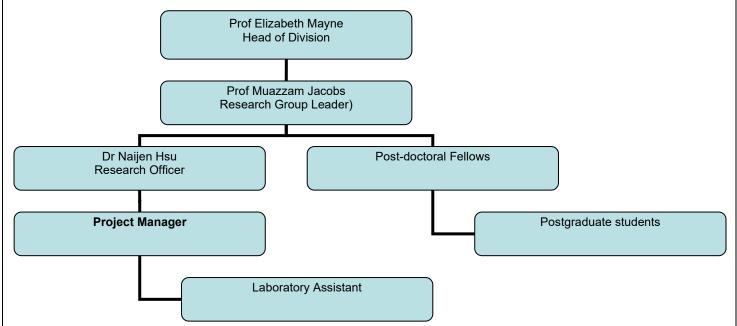| HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

NOTES
- Forms must be downloaded from the UCT website: https://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	Project Manager		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC10	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Department of Pathology		
Division / section	Experimental Tuberculosis and Immunology Research Group, Division of Immunology		
Date of compilation	14 January 2025		

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

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                    Prof Elizabeth Mayne
                    Head of Division
                           |
                    Prof Muazzam Jacobs
                    Research Group Leader)
                     /            \
        Dr Naijen Hsu            Post-doctoral Fellows
        Research Officer                    |
             |                       Postgraduate students
        Project Manager
             |
        Laboratory Assistant
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PURPOSE

The main purpose of this position is:

To manage assigned projects within the Experimental Tuberculosis and Immunology Research Group. Key responsibilities are to manage workflow and timelines to ensure delivery of projects' milestones, to perform accurate record keeping of project related costs and expenditures and to ensure relevant accreditation and compliance requirements are in place. The position will include responsibilities for procurement, liaising with financial and procurement sectors, liaising with local, and international stakeholders and perform duties, both experimental and administrative to effectively maintain mouse colonies.

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Project Planning	20%	• Review the scope of projects and develop plans that clearly define project goals, scope, time frames; risks, issues, dependencies, and constraints. • Coordinate and direct project tasks to meet deliverables within agreed timelines. • Identify and schedule project deliverables, milestones, and tasks. • Identify, evaluate and mitigate project- specific risks. • Review the project budget and funds availability on an ongoing basis. • Liaise with the Finance department to produce project and financial reports. • Ensure effective communication to the project teams, internal and external stakeholders, partners / suppliers, and other constituents.	• Ensure approved project briefs and plans are in place. • Generate and liaise with PI to manage task deliverables. • Ensure an approved project timeline, plan and budget is in place. • Generate schedules, Gannt charts and any relevant documents to demonstrate project details. • Generate and ensure contingency plans or measures are in place to mitigate project risk. • Generate and present project expenditure reports. • Effectively communicate project related matters between the operations team and other stakeholders.

2	Project Management during execution phase.	30%	• Ensure project resources are in place to conduct project. • Coordinate assignment of project resources. • Effectively monitor and evaluate project deliverables against planned quality, functional and technical requirements, and exercise appropriate control to keep the project on track. • Provide leadership and motivation to project team members throughout the project life cycle. • Manage or escalate project risks and issues, where appropriate, via defined management / governance structures to facilitate successful project outcomes. • Manage proposed changes to project parameters – e.g. scope, budget, schedule – via the appropriate management and/or governance structures.	• Produce project inventory. • Assign project resources to respective project aims and objectives. • Generate updated "project in progress reports" for presentations. • Participate in strategic decision making on project scientific direction. • Implement contingency plans to manage risk, alternatively communicate potential project risks to line managers. • Implement project changes in consultation with line management.
3	Stakeholder Management	10%	• Establish effective working relationships with all project stakeholders. • Facilitate cross-functional meetings with project stakeholders to assess project progress. • Ensure regular engagement with stakeholders to identify challenges and resolve potential conflicts.	• Productive stakeholder interactions. • Stakeholders are regularly kept informed on project progress and information. • Challenges are responded to and effectively managed.
4	Project reporting	5%	• Provide project updates and progress reports as per project requirements. • Review all expenditure to ensure legitimate project-related expenditure. • Review project performance and deliverables of milestones.	• Completed reports as per project requirements. • Completed project's cost and expenditure reports. • Compile "work in progress" project reports".

5	Maintain Professional Research Accreditation and Compliance	10%	• Engage with relevant stakeholders to maintain research accreditation that includes
			   o Section 20 accreditation,
			   o GMO compliance,
			   o SAVC accreditation,
			   o BSL accreditation.
			 • Assist with human/animal ethics applications/compliance.
				• Accreditation certificates are in place.
				 • Compliance Certificates are in place.
				 • All group members have SAVC accreditation.
				 • Assigned group members have BSL3 work accreditation.

6	Procurement of project related consumables/equipment/	10%	• Engage with internal procurement departments at UCT. • Engage with companies and entities external to UCT to project	• Project related consumables and operations materials are in place.
7	Manage mouse colonies/strains	15%	• Engage with the Research Animal Facility, UCT on all matters to manage the mouse strains of the Jacobs Group. • Engage with any other relevant stakeholders to facilitate import/export of mouse strains. • Ensure knowledge on regulations of animal transport/import/export. • Perform genotyping of specific strains to ensure correct strains for project use.	• Project related mouse strains are effectively managed. • Where required, all administrative processes are managed and documentation with internal and external stakeholders are in place. • Reports of mouse genotypes.

MINIMUM REQUIREMENTS

Minimum qualifications	An NFQ8 level degree (BSc -Honours level) in a Life Sciences field, specifically Immunology, Virology or Microbiology **AND** NFQ9 level qualification in project management or alternatively an MBA degree (with project management).
Minimum experience (type and years)	Minimum of 5 years' experience working in a life sciences research laboratory, specifically Immunology, Virology or Microbiology Must have a working knowledge of project planning, management, procurement. Must have a working knowledge of managing murine strains.
Skills	Strong Planning, Organizing, Co-ordinating and Work Management skills. Strong Analytical and Problem-Solving Skills. Ability to work effectively within project governance structures. Ability to establish and foster strong working relationships and build consensus with diverse stakeholder groups. Must have sound interpersonal and communication skills (verbal and written); Proven computer literacy with proficiency in Microsoft Suite Skills at an intermediate level. The ability to multi-task, work in a team or on an individual basis with minimum supervision. The ability to cope in a demanding work environment. Must have understanding of good laboratory principles and practices.
Knowledge	Knowledge of the UCT/Faculty of Health Sciences research policies Knowledge of UCT procurement processes
Professional registration or license requirements	None
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	None

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Planning and organizing / work management	2	Follow up	2
	Information management	2	Quality commitment/ work standards	2
	Communication	2	Research support skills	2
	Analytical thinking / Problem solving	2	Resource management	2
	Risk Taking	2	Teamwork/collaboration	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Project planning and monitoring, research compliance and accreditation, stakeholder management.
Amount and kind of supervision received	Limited supervision, Bi weekly/Monthly meetings on progress with Principal Investigator or Project lead or Line Manager as per agreement.
Amount and kind of supervision exercised	Supervises progress of projects, and delivery of service providers. Instructs technical staff where appropriate.
Decisions which can be made	Project input regarding timeframes, budgets, programme and risk mitigation.
Decisions which must be referred	All authorization of project expenditure. Any deviations from UCT procurement policies or UCT research regulations.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff at all levels at UCT, all project stakeholders
External to UCT	All project stakeholders external to UCT.