UNIVERSITY of the WESTERN CAPE

FACULTY of COMMUNITY AND HEALTH SCIENCES
UNIVERSITY of the WESTERN CAPE

Contact Details
Tel: +27 21 959 2809
Email: soph-enquiries@uwc.ac.za

School of Public Health
University of the Western Cape
Robert Sobukwe Road
Bellville 7535
Republic of South Africa

**VACANCY**
**CONSORTIUM PROJECT MANAGER**

The School of Public Health at the University of the Western Cape (UWC-SOPH) is seeking to appoint a Consortium Project Manager (on a full-time basis) to start as soon as possible. The project manager will oversee the delivery of outputs to a 5-year funded health systems research consortium: ***Realizing the full potential of the PHC workforce: Addressing gendered workplace violence (Imarisha)***. The consortium includes partners from Burkina Faso, Tanzania and South Africa, and is led by the UWC -SOPH and the United Nations University, International Institute for Global Health (UNU-IIGH).

The appointment is for an initial one year; with the possibility of renewal for up to 5 yeas depending on satisfactory performance and continuity of funding.

## REQUIREMENTS

Applicants are required to have:

- A master's degree in management, health sciences, social sciences or community development
- At least four years' experience in planning and managing international, multi-country research grants.
- A high degree of financial literacy, management and oversight experience
- Experience in preparing and writing donor reports
- Experience in organising and facilitating meetings at various levels across research grant partners and other stakeholders
- A high degree of computer literacy, particularly online donor financial portals, file sharing and meetings
- Excellent organisational and coordination skills
- Ability to work in a team
- Excellent communication skills
- Ability to work independently and be self-driven
- Legal status to work in South Africa

The following will be **advantageous**:

- Fluency in French
- Experience working in a research environment
- Experience working with community partners in a health development programme
- Experience in managing large grants involving UK funding
- Familiarity with UWC financial and administrative systems

## RESPONSIBILITIES:

- With co-leads at UWC-SOPH and UNU-IIGH, ensure effective and transparent management for the ***Realizing the full potential of the PHC workforce: Addressing gendered workplace violence (Imarisha)*** Consortium, including setting up relevant systems as needed
- Ensuring deliverables are met and the consortium meets commitments in its proposal
- Facilitate, and coordinate collaboration between partners in Burkina Faso, Tanzania, Malaysia and South Africa

- Overseeing the coordination of consortium activities, including research, meetings, workshops, trainings, dialogues, etc
- Financial oversight, including planning and prioritisation with co-leads; and ensuring reporting on behalf of UWC as lead and contracting organisation meets funder requirements
- Communication with consortium partners, key stakeholders, and funders
- Report writing, including draft donor reports
- Human resource management related consortium wide needs
- Contribute to further fundraising
- Support the communication and dissemination activities of the Consortium

The annual cost of employment, including benefits will align with UWC salary scales as per the candidate's experience.

## APPLICATION PROCEDURE

**To apply**, please e-mail the documents below in a **single pdf file** to Ms Nolitha Komeni at nkomeni@uwc.ac.za

- Cover letter, and
- Curriculum Vitae (CV) including names and contact details of 3 references
- Copy of ID including legal work status permit as applicable

**Please ensure the title (Consortium Project Manager) is indicated in the subject line**.

**Closing date for receipt of applications: 4 March 2024, 5pm**

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 a competency test.

**For enquiries** about the position, contact Ms Nolitha Komeni on 021 959 2809, or by email

*DISCLAIMER: By applying for the position, you consent to the University sharing your application, including curriculum vitae, with University stakeholders to process the application. In line with the University's commitment to diversifying its workforce, preference will be given to suitably qualified applicants in line with our Employment Equity Targets. The University reserves the right to not make an appointment, make an appointment at a different level, and seek additional candidates.*