



PROPOSAL DEVELOPMENT SPECIALIST

(Payclass 11)

International Grants Hub Research Office

We seek to attract a suitably experienced and qualified individual to the post of Proposal Development Specialist, located in the Research Office. The purpose of this position is to support UCT's academic researchers in identifying, developing and coordinating research funding proposals for submission to mainly international grant funders. Responsibilities include providing strategic advice on executive-driven projects and competitive funding calls, as well as assisting with reviewing and writing non-specialist components of proposals. Strategic advice on funder mandates, policies, priorities and compliance will form an integral part of the role.

Since support will be for mainly international grant proposals, some of which require collaboration with research teams and submission to funding agencies in different time zones, the position will entail flexible working conditions.

Requirements:

- NQF9 or master's degree.
- At least 3 years' relevant work experience in the following areas:
 - Experience working for a higher education institution, research council, research funder or other relevant research organisation or entity.
 - Writing, editing and proofreading experience.
 - Experience in applying for research funding, either in an administrative support role or in an academic capacity.
 - Project managing the development and submission of major research grant proposals to mainly international agencies.

Advantages:

- Experience in applying to, or administering proposals for, one or more of the following international funding bodies: UK Research & Innovation (UKRI), National Institutes of Health (NIH), European Commission (EC).
- Writing, editing and proofreading experience in an academic setting.
- Academic research experience.
- PhD qualification.
- Experience in research management systems.

Responsibilities:

- Project managing the development and submission of major research grant proposals to mainly international agencies.
- Identifying high impact international funding opportunities for academic researchers, particularly for big-budget multi- and trans-disciplinary grants.
- Managing strategic executive-driven projects and mainly international grant submissions that advance UCT's Vision 2030
- Managing research risk assessment (financial and resource risk and funder compliance).
- Generating funding reports and providing updates to organisational leadership to inform strategy
- Writing, editing and proof-reading non-specialist components of funding proposals.

The annual cost of employment for 2021, including benefits, is between **R638 396** and **R751 052**.

To apply, please e-mail the below documents in a **single pdf file** to Mrs Natasha Khan at recruitment07@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>).
- A detailed letter of motivation that addresses the requirements of the job.
- 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 a competency test.

Telephone: 021 650 5405

Website: <http://www.research.uct.ac.za/>

Reference number: E210440

Closing date: 21 January 2022

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.