



TRAINING COORDINATOR (BIOINFORMATICS, NGS)
(18-month, T1 contract; Payclass 09)
Computational Biology Division
Department of Integrative Biomedical Sciences
Faculty of Health Sciences

The Computational Biology Division, which is in the Department of Integrative Biomedical Sciences and the Institute of Infectious Disease & Molecular Medicine, Faculty of Health Sciences leads the Bioinformatics activities at the University of Cape Town. The group also leads H3ABioNet, a pan African bioinformatics network, which runs an extensive training and outreach program. Together with the Bill and Melinda Gates Foundation, the Africa Centre for Disease Control (CDC) has developed a Pathogen Genomics Initiative to enable the roll out of next generation sequencing (NGS) for pathogen surveillance and response. Several nodes are being established across Africa under this initiative which will need to receive training on all aspects of NGS implementation. The Training Coordinator will be responsible for the development and implementation of a training program for the initiative in collaboration with the Africa CDC and other external stakeholders. The role includes a landscaping exercise to determine what training exists and development of the curriculum and training materials for delivery through both face to face courses and online training. It also includes implementation of training (administration & logistics), monitoring of the trainees and assessment of the impact of the training program. Applications are invited from suitably qualified candidates for this 18 month, **fixed term contract** position of a Training Coordinator (Bioinformatics Training), **for appointment as soon as possible**. A part-time appointment may be considered. There is a possibility for extension beyond the 18 month period subject to availability of funding. The position will be situated in the Computational Biology Division at the University of Cape Town.

Minimum Requirements:

- Honours degree in Bioinformatics, Genomics or Education with at least 2 years' experience in training coordination OR Masters degree in Bioinformatics, Genomics or Education
- Experience in project coordination
- 2 years of experience in bioinformatics, NGS and/or genomics
- Evidence of organizational skills
- Evidence of management skills
- MS Office Suite (especially Word and Excel)
- Good communication and written skills and ability to work in a team

Advantageous:

- Experience in education and training coordination
- Experience in curriculum development and course design
- Knowledge of updating websites, creating online forms, newsletters, use of social media platforms and Online content management system/learning platform, e.g., Sakai, Vula
- Experience with design of materials such as posters, brochures

Responsibilities:

- Stakeholder engagement and landscaping exercise
- Coordinate an Africa-wide Next Generation Sequencing Training Program
- Provide training as required
- Develop and maintain training materials, documents and policies
- Provide administrative, logistical and coordination support for running training activities, meetings, etc.
- Tracking trainees and monitoring and evaluation of the training program
- Coordinate, compile and disseminate reports

The annual cost of employment for this 18 month, fixed term contract is between R355 670 and R473 264. Only applicants with South African citizenship, work permit or residency will be considered.

For enquiries about this post, please contact Nicola Mulder at nicola.mulder@uct.ac.za.

To apply, please e-mail the below documents in a **single pdf file** to lona.sisusa@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- 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: 021 406 6058

Website: cbio.uct.ac.za

Reference number: E21213

Closing date: 21 February 2021

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this post we seek particularly to attract Black South African candidates.

UCT reserves the right not to appoint.