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	Research Officer		
Job title (HR Business Partner to provide)			
Position grade (if known)	Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Pathology		
Division / section	Immunology, South African Tuberculosis Vaccine Initiative		
Date of compilation	21 October 2025		

ORGANOGRAM
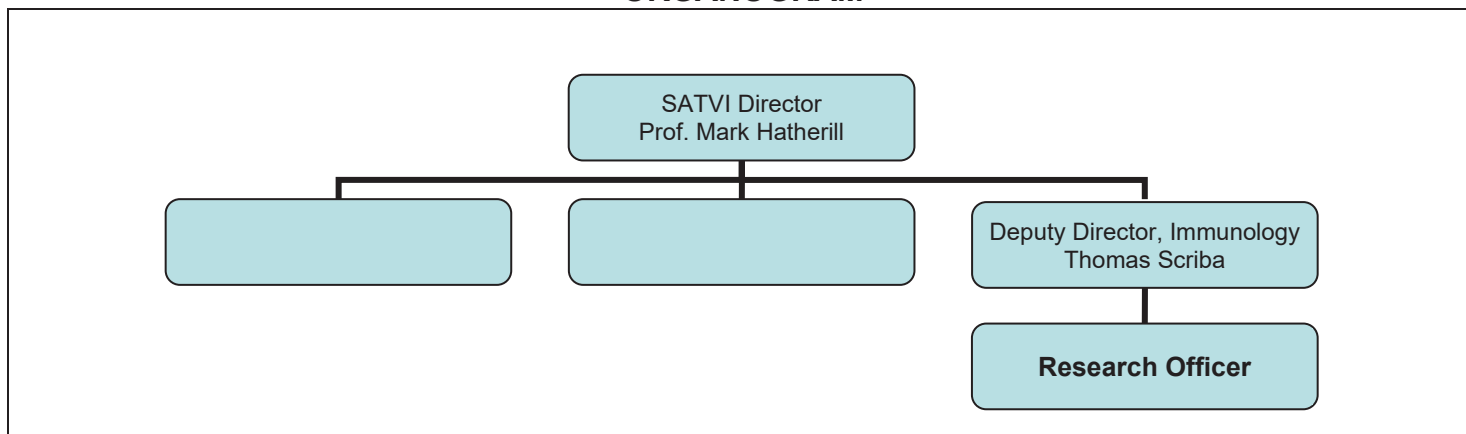
PURPOSE

The main purpose of this position is to actively engage in all aspects of the research process independently, including conducting and overseeing research projects, publication of results, applying for research grants and teaching and supervision of students.

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Conducting own research and writing papers for publication	40%	Project design and management (including team, regulatory, fiscal management and coordination), clinical protocol setup and submissions, experimental design, adherence to ethical principles and GCP, laboratory procedures and training, oversight of data	Publications in international, peer reviewed journals and presentations at international and local conferences.
2	Supervision of research teams, postdoctoral fellows and postgraduate students	15%	Supervision of project research teams, students' and postdoctoral fellows' project design, experimental design, oversight of data generation, data analysis and interpretation, writing and reviewing papers, applications for fellowships or scholarships.	Successful completion of research projects, completion of student and postdoctoral fellow projects, graduation of postgraduate students.
3	Grant writing	15%	Project and clinical trial design, writing of grant proposals, review and input into funding applications for other SATVI members.	Submission of grant proposals.
4	Collaborative research/sponsor activities	10%	Communicate and co-ordinate research with internal and external collaborations or sponsors of clinical trials.	Effective and successful collaboration with collaborators and sponsors.
5	University/Institute/Faculty/other commitments	10%	Contribute to internal review of grant proposals, teaching (for example lecturing in immunology, coordination of BSc Honours modules), as well as representation on external advisory and leadership groups.	Successful completion and contribution to University, Institute and Faculty commitments.
6	Social responsiveness activities	10%	Coordinating with SATVI members on community outreach programs, community advisory board projects, and youth research advisory group	Trust-building in the community, successful completion of community learning and education programs, advocacy for representation in STEM

Minimum qualifications	PhD in Immunology or related field
Minimum experience (type and years)	• PhD in Immunology or related field • 3 years of postdoctoral experience • Expertise in systems immunology, such as single-cell sequencing laboratory and analysis approaches • Excellent verbal and written communication, presentation skills, teaching skills and fluency in English • Demonstrated organizational and leadership skills **The following will be advantageous:** • Experience in cellular immunology; single-cell sequencing; flow cytometry; cell sorting • Knowledge of and experience in scripting/programming languages (R or Python); analysis of transcriptomic / high-dimensional datasets; high performance computing clusters; cloud computing; version controlling (i.e. GitHub) • Scientific and technical writing • Evidence of grant or fellowship writing or contributions to raising research funding • Supervision and mentorship of students and staff
Skills	Cellular immunology Single-cell sequencing Flow cytometry Cell sorting Scripting/programming languages (R or Python) Analysis of transcriptomic / high-dimensional datasets Experience with high performance computing clusters Experience with cloud computing Experience with version controlling (i.e. GitHub) Scientific writing Technical protocol writing Excellent verbal and written communication, presentation skills, teaching skills Fluency in English Organizational skills
Knowledge	Computational biology (systems biology) Statistics Team management and supervision Quality management Biosafety Level 3 standard operating procedures Tuberculosis
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'.)	• Leadership • Mentoring • Sense of responsibility and accountability and a positive mindset • Ability to work independently and in a team • Ability to take initiative, make decisions and solve problems • Excellent communication skills • Good documentation practice

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical Thinking/problem solving	2	Communication	2
	Initiating Action/Initiative	2	Adaptability/flexibility	2
	Professional knowledge and skills	2	Planning and organizing /work management	2
	Conceptual thinking	2	Results focus	2
	Strategic leadership	2	Research support skills	2
	Teamwork/collaboration	2	Written communication	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Leading and contributing to research, training and teaching that is in line with the SATVI research vision and mission.
Amount and kind of supervision received	Weekly in-person meetings, ad hoc communication via email, Teams and other mechanisms
Amount and kind of supervision exercised	Daily supervision of project data, weekly meetings with team members, postdocs or students
Decisions which can be made	Decisions that pertain to projects, teaching and other key performance areas for which the staff member carries responsibility.
Decisions which must be referred	Decisions that pertain to key strategic, operational or scientific matters typically within the remit of SATVI Exco or the Laboratory Director.

CONTACTS AND RELATIONSHIPS

Internal to UCT	
External to UCT	