



**POST: RESEARCH ADMINISTRATOR: Research
Capacity Development (RCD)**

**DEPT: RESEARCH AND POSTGRADUATE
SUPPORT (RPS) DIRECTORATE**

Fixed Term

Job Purpose: To assist and support the RPS Directorate in coordinating the development and implementation of effective university wide RCD initiatives to encourage research capacity building at the university, with specific focus on emerging and female researchers, and postgraduate students.

Minimum requirements

- Relevant recognized Masters degree.
- 3 years' experience working in research administration.
- Experience in research administration in higher education.
- Strong research administrative skills.

Knowledge

- Knowledge and understanding of Higher Education Statutes/Rules.
- Knowledge of Research administration systems and processes.

Special Requirements:

- Good written and verbal communication skills.
- Computer proficiency.
- Ability to work independently.
- Ability to trouble shoot.
- Good interpersonal skills.

Additional Requirements

- Experience in Project Management.
- Knowledge of South African research administration environment.

Summary of Duties:

1. Assists and supports the RCD: Coordinator in the formulation of certain procedures relevant to the section with regards to developing sustainable Research Capacity Development programmes.
2. Internal grants administration – pre and post award.
3. Assists and supports the development of the annual RCD plan.

4. Communication with internal and external stakeholders.
5. Events Coordination for RCD Workshops.
6. Assists and supports the RCD Coordinator of research related publications.
7. Assists and supports the RCD Coordinator with administrative work from the relevant committees.
8. Any other administrative duties of the Research Capacity Development Unit.

Salary : Market Related
Grade : Grade 10
Status of position : Fixed Term

Enquiries and Applications to be emailed to: researchdirector@dut.ac.za

Publication: Internal

- A fully completed prescribed application form which can be obtained from www.dut.ac.za (under the QUICK LINKS tab - @careers)
- A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields).
- Covering letter.
- Certified copies of all academic records and certificates.
- Current contact information of referees.
- No manual applications will be accepted, and incomplete applications will be disregarded.

Closing date: 28 July 2023

“While DUT strives for equal opportunities, preference will be in terms of the University’s equity policy” “The University reserves the right not to appoint”