



## SENIOR GRANT WRITER (3 year contract)

### Research Office

We seek to attract a suitably experienced and qualified individual to a **three-year** contract in the post of Senior Grant Writer, located in the Research Office. The ideal candidate could either be an experienced research grant writer or a seasoned academic with a strong track record in attracting large research grants, who seeks to take on a professional research consultant role. The purpose of this position is to enable and enhance the submission of competitive funding proposals by UCT's established researchers and the Research Office for large, often interdisciplinary and / or transdisciplinary grants to mostly international agencies.

#### Requirements

- PhD
- Evidence of academic writing and/or high-end policy writing
- Proven ability to write and coordinate grant proposals for academic and / or high end policy writing, with a successful track record
- Experience particularly in applying for international funding, with a proven track record
- Experience working for a higher education institution, research council, research funder or other relevant research organisation
- Requisite technical skills to conduct large grant submissions on different online systems
- Working knowledge of the higher education research funding environment
- Advanced brokering and project management experience
- Experience of a leadership role in multi-stakeholder, interdisciplinary research
- Ability to coordinate teams under high pressure to meet deadlines

Experience as a reviewer for international grant agencies would be an advantage.

#### Responsibilities:

- Project managing the development and submission of major research grant proposals to international agencies
- Working with the Research Office to support Principle Investigators in budget development and research award negotiations
- Through the Research Office, engaging with parties that impact on the terms and conditions of large scale grants
- Identifying high-impact local and international funding opportunities for which UCT has strategic advantage
- Grant writing for donor-funded core Research Office support, in line with the strategic research plan
- Stakeholder management and the building of strong relations with international research funding agencies
- Supporting high-flying researchers at UCT to compete successfully for large international grants

The anticipated annual cost of full-time employment is between R655 416 and R771 077.  
(In exceptional circumstances flexible conditions of service may be negotiated)

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Edith Graham at [recruitment04@uct.ac.za](mailto:recruitment04@uct.ac.za):

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- A letter of motivation
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.  
An application that does not comply with the above requirements will be regarded as incomplete.  
Only shortlisted candidates will be contacted and may be required to undergo an assessment.

**Telephone:**

021 650 5405

**Website:**

<http://www.researchoffice.uct.ac.za/>



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**Reference number:** E16171

**Closing date:**

27<sup>th</sup> December 2016

*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>*

UCT reserves the right not to appoint.