

H3A Project Manager

Africa Centre in conjunction with the H3Africa Diabetes Consortium and the Wellcome Trust wishes to recruit an **H3A Project Manager**.

H3Africa Diabetes Consortium comprises of Research Groups from Africa (Cameroon, The Gambia, Guinea, Malawi, Nigeria, South Africa, Tanzania, Uganda), the United Kingdom and the United States of America. The aim of the Consortium is to develop an epidemiological and genomic research resource based on a relatively large cohort of type 2 diabetes cases and controls across Africa to determine the burden and spectrum of type 2 diabetes in adults and to study the environmental and genetic determinants of the condition and its microvascular complications.

The successful candidate will be responsible for coordinating the implementation of this multi-site research project, and to interact with external partners and with the wider H3Africa Consortium (comprised of the Funding Agencies - Wellcome Trust and the National Institutes of Health - and all the Research Consortia that have been awarded H3Africa grants from these agencies). Will be responsible for the day to day running of the H3Africa Diabetes Consortium from the Secretariat in Durban under the leadership of the Principal Investigator (PI), Professor Ayesha A. Motala (Department of Diabetes and Endocrinology, University of KwaZulu-Natal), and to engage the other co-PIs, Scientific Steering Committee (SSC), the Finance Officer of the Africa Centre and of the College of Health Sciences, University of KwaZulu-Natal, and the specific country lead investigators, research coordinators, finance (accountants) and administrative officers at all project sites. May be required to perform additional roles as determined by the SSC of the Consortium.

Duties will include the following but not limited to:

- Supporting the work streams of the project, ensuring timely delivery of milestones;
- Development and maintenance of relations with all site lead investigators, their research coordinators and accountants;
- Identification and proactive resolution of all actual and potential bottlenecks to successful project implementation;
- Tracking of all expenses incurred by each research project team and preparing reports to PIs, SSC and the responsible Finance Officer;
- Collation of status reports from sites;
- Organization and convening of meetings, telephone conferences of SSC and PIs and any H3A Consortia meetings/Conferences;
- Participation in regular and ad hoc project status meetings with SSC Team, PIs or Wellcome Trust and any stakeholder and to report on the progress of the program.

Qualifications and experience *required* for this position:

Masters or doctoral level qualification and have experience of working with multiple partners and managing projects/programmes; have experience in scientific project management of medical research; have excellent interpersonal skills and experience in monitoring budgeting control; fluency in English, Computer Competency and Proficiency (internet, Microsoft Word, Excel and PowerPoint).

- Please send a letter of motivation stating your suitability for the position of Project Manager;
- Also add your curriculum vitae, contact details (email/mobile phone) and the names and contact details of three referees;
- Applications are to be sent to: acement@afriacentre.ac.za and enquiries to Dr Anita Edwards at aedwards@afriacentre.ac.za by 05 December 2014;
- Contract period: December 2014 – July 2019. Commencement date: Immediately/asap.