

ACADEMIC DEVELOPMENT OFFICER (1 POST)
7-MONTH FIXED-TERM CONTRACT (JUNE–DECEMBER 2017)

FOR AN EXTERNALLY-FUNDED PROJECT, THE SOUTH AFRICAN RESEARCH ETHICS TRAINING INITIATIVE (SARETI), BASED ON THE PIETERMARITZBURG CAMPUS AT THE DISCIPLINE OF PSYCHOLOGY, SCHOOL OF APPLIED HUMAN SCIENCES (SAHS), COLLEGE OF HUMANITIES, UNIVERSITY OF KWAZULU-NATAL (UKZN).

ACADEMIC DEVELOPMENT OFFICER (ADO)

SARETI seeks to appoint an Academic Development Officer, whose purpose will be to attend to the career developmental aspects of the Masters scholars currently registered for the MSocSci (Health Research Ethics) degree. The position will also involve some additional responsibilities within the general functions of the SARETI programme pertaining mainly to the academic needs of the students.

DUTIES:

- Individual Development Plans (IDPs) – meeting with the trainees to establish their goals and aims regarding their SARETI research ethics training and their careers;
- Tracking Student Progress – updating the NIH online CareerTrac system of tracking trainee development;
- Reporting on Student Progress – sending out quarterly / bi-annual requests to all trainees regarding their activities, which will be used to update their CareerTrac account and assist with the annual progress report;
- Assisting with Research Work – assisting with matters relating to trainee research work, including, allocation/choice of supervisor, tracking and monitoring their ethics applications through BREC, ensuring they meet deadlines, etc;
- Arranging Site Visits – organising 2 site visits scheduled for the academic year (i.e. one in semester 1 and another in semester 2);
- Organising visits to REC meetings – liaising with trainees regarding attendance at a minimum of 4 REC meetings (2 BREC and 2 HSRC) throughout the year – ensuring confidentiality agreements are signed, providing students with protocols ahead of meetings, sourcing review reports from students prior to meetings, informing students of logistics related to such meetings;
- Running the SARETI Journal Club – organising monthly meetings of this club;
- Any matters flowing from any of the above duties related to post-graduate matters.

MINIMUM REQUIREMENTS:

The successful applicant must meet the following minimum requirements:

- A completed Masters degree;
- Familiarity with research ethics and careers in research ethics;
- Prior experience as an Academic Development Officer at UKZN;
- Minimum of 2 years' experience working for NIH-funded projects;
- Must have registered with and used the NIH CareerTrac trainee tracking programme;
- Knowledge of UKZN's post-graduate ethics application procedures; and
- Knowledge of UKZN's administrative and financial systems.

STRONG RECOMMENDATIONS:

- Effective communication skills and the ability to engage with mature international trainees;
- Experience within tertiary academic institutions, especially UKZN;
- Interest in development of trainees in the ethics environment;
- Applicants may be part-time postgraduate students.

REMUNERATION PACKAGE: Will be on the UKZN tutorial scale depending on the qualifications of the appointee. No benefits.

EMAIL APPLICATIONS to pettitc@ukzn.ac.za with a detailed CV and cover letter showing how all stated requirements are met.

CLOSING DATE: Friday, 14 April 2017. *Applicants not contacted within 14 days of this date may consider themselves unsuccessful.*