Title of Position Coordinator: Senior Workforce and Training Coordinator
Employer: University of the Western Cape -> South African National Bioinformatics Institute
Type of Position: Fixed Term Contract
Length of Contract Period: 1 Year contract position
Location: Main Campus - Bellville, WC ZA (Primary)
Closing Date: 31/12/2024

Job Overview

We are seeking a highly organized and experienced **Senior Workforce and Training Coordinator** to lead training and workforce development efforts within the **ISO-in-a-Box Project**, a pioneering initiative to streamline ISO certification processes in public health pathogen genomics and bioinformatics.

This role combines project management, stakeholder engagement, and training facilitation, with the ultimate goal of enhancing the capacity of teams in bioinformatics and pathogen genomics to meet international quality standards.

As a core team member in the **training work package**, the Senior Coordinator will work closely with key stakeholders, including **Wellcome Connecting Science (WCS)**, to develop, coordinate, and deliver impactful training programs on making and using bioinformatics workflows suitable for use in quality-sensitive public health laboratories and research institutions.

Key Responsibilities

- **Project Management:**
  - Act as the project manager for the training work package within the ISO-in-a-Box and related initiatives.
  - Oversee project timelines, deliverables, and budgets, ensuring all objectives are met.
  - Coordinate, compile, and disseminate regular progress reports and project updates to stakeholders.
- **Training Development and Delivery:**
  - Collaborate with Wellcome Connecting Science and subject matter experts to design and develop training materials.
  - Facilitate engaging and effective training sessions for diverse audiences, including researchers, public health professionals, and laboratory staff.
  - Evaluate training outcomes and incorporate feedback to continuously improve program content and delivery.
- **Stakeholder Engagement:**
  - Build and maintain strong relationships with internal and external stakeholders, including public health agencies, academic institutions, and industry partners.

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- ○ Assisting ISO in a Box project leadership in scoping and planning pilot projects.
  - ○ Act as a primary point of contact for training-related inquiries, ensuring stakeholder needs are understood and addressed.
- **Contribution to Quality Management systems:**
  - ○ Contributing to the development of frameworks and templates for the design and use of "ISO certification ready" bioinformatics workflows in public health laboratories engaged in pathogen genome sequencing.

Minimum requirements

Essential:

- Master's degree in Bioinformatics, Public Health, or a related field.
- Proven experience in training facilitation, specifically in the bioinformatics or public health pathogen genomics space.
- Strong project management skills, with a track record of managing multi-stakeholder projects.
- Exceptional communication and interpersonal skills for engaging diverse audiences.
- Experience in delivering training materials.

Desirable:

- PhD in Bioinformatics, Public Health, or a related field.
- Familiarity with ISO certification processes, particularly in public health laboratories or genomic research.
- Knowledge of adult learning principles and instructional design methodologies.
- Experience in coordinating training programs in resource-limited settings.

Key Competencies

- Strong organizational skills with the ability to prioritize and manage multiple tasks.
- A collaborative mindset and ability to work effectively in multidisciplinary teams.
- Problem-solving skills with a focus on practical solutions and stakeholder satisfaction.
- Commitment to advancing public health and pathogen genomics capacity-building.

This post is a 12 month, fixed term contract that may be renewed based on performance. Only applicants with South African citizenship, work permit or residency will be considered.

For enquiries about this post, please contact Alan Christoffels at alan@sanbi.ac.za.

To apply, please email the below documents in a **single pdf file** to fungiwe@sanbi.ac.za.
- Cover letter
- Curriculum vitae (CV)

Please ensure that the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

DISCLAIMER: By applying for the position, you consent to the University sharing your application, including curriculum vitae, with University stakeholders to process the application. In line with the University's commitment to diversifying its workforce, preference will be given to suitably qualified applicants in line with our Employment Equity Targets. The official retirement age at UWC is 65 years. The University reserves the right to not make an appointment, make an appointment at a different level, seek additional candidates and may conduct competency assessments.