**Job title**  
AfOx Programme Manager

**Division**  
Medical Sciences Division

**Department**  
Africa Oxford Initiative, Centre for Tropical Medicine & Global Health, Nuffield Department of Medicine (NDM)

**Location**  
Peter Medawar Building, South Parks Road, Oxford, OX1 3SY

**Grade and salary**  
Grade 7: £32,817 - £40,322 per annum

**Hours**  
Full time

**Contract type**  
Fixed term until 31 July 2021 in the first instance

**Reporting to**  
Programme Coordinator - Africa Oxford Initiative

**Vacancy reference**  
145450

**Additional Information**  
Funding provided by Research England-GCRF

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**The role**

The Africa Oxford Initiative is a cross divisional platform which brings together all aspects of the University of Oxfords collaboration with African institutions and researchers and promotes the development of equitable partnerships. The AfOx programme includes a wide range of communication activities both nationally and internationally and runs a number of funding schemes including travel grants and Visiting Fellowships. Reporting to the Africa Oxford Initiative Programme Coordinator, you will be responsible for assisting with all aspects of the implementation of the AfOx programme.

You will facilitate coherent delivery of AfOx projects to ensure they synergise each other and are aligned with AfOx Values and goals. You will support the Programmes team to develop new research capacity strengthening initiatives include mobility schemes and research grants and will be responsible for managing relationships and activities with local and global AfOx partners; to support the collection and dissemination of required programme information; and to lead on the delivery and enhance the efficiency of AfOx schemes.

**Responsibilities**

- Support the day to day management of AfOx projects (research grants, researcher mobility schemes, student engagement programs)
• Implement and contribute to the development and continuous improvement of project guidelines and processes, including the documentation of processes to ensure standardisation across all projects

• Contribute to the development and improvement of systems for managing the projects and sharing of learning between the projects

• Support with the collection and dissemination of project information, including basic analysis of grants awarded, geographical spread and impact analysis

• Support with the standardising of reporting processes across the projects and facilitate the development of annual financial and project reports

• Support with the development of partnerships with universities and research institutions under the guidance of the AfOx strategy team

• Represent AfOx at appropriate local or international conferences and networking meetings

• Line management of 2-3 AfOx project staff.

• Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.

• Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

• Travel outside of Europe or North America on University Business
Selection criteria

Essential

- A higher degree (Masters and above) in a relevant field, with significant program management experience

- Highly organised, excellent attention to detail and the ability to manage a varied workload under pressure

- The ability to work independently using own initiative and as part of a team demonstrating a flexible and helpful approach, particularly with respect to colleagues and partners based in Africa

- Demonstrable alignment with AfOx shared values of Collegiality, Empathy, Commitment, Transparency and Inclusivity

- Strong written and verbal communication skills

- High standard of computer literacy, particularly MS Office applications and program management tools

- A high level of personal discretion, tact, and judgment, especially when dealing with sensitive and/or confidential material

- Experience of the higher education landscape in Africa and of working with African institutions.

Desirable

- Experience in working in higher education

- Flexibility including willingness to travel to Africa

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spinouts, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.
Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

**Medical Sciences**

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

**Nuffield Department of Clinical Medicine (NDM) ...fostering your career in science**

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms. For more information please visit: http://www.ndm.ox.ac.uk/home

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Silver award in recognition of the commitment made to promote gender equality through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN pages: www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/.

**Tropical Medicine and Global Health**

The Centre for Tropical Medicine and Global Health is a world leading Centre within the Nuffield Department of Clinical Medicine, University of Oxford, comprised of research groups who are permanently based in Africa and Asia as well as across two sites in Oxford.

Our research ranges from clinical studies to behavioural sciences, with capacity building integral to all of our activities.

Our research is conducted at three Wellcome Trust Africa and Asia Programmes in Kenya, Thailand and Viet Nam as well as a growing Centre in Oxford. The Centre for Tropical Medicine and Global Health also brings together a number of sister groups in Laos, Tanzania, Indonesia, the Democratic Republic of Congo, Myanmar, Cambodia and Nepal, as well as multiple collaborators around the world.

Tackling infectious diseases, which kill many millions of people every year, is one of the greatest challenges of the 21st century. We are researching solutions to the increasingly urgent problems these diseases cause.
The Centre’s annual research income is around £60m per annum with over 200 externally funded research grants and donations.

For more information please visit: http://www.tropicalmedicine.ox.ac.uk/home

**Africa Oxford Initiative (AfOx)**

The Africa Oxford Initiative (AfOx) is a cross-university platform for academic and research collaborations between the University of Oxford and African researchers and institutions. AfOx has a cross divisional governance structure but is embedded administratively in the Nuffield Department of Medicine. The Initiative aims to support the work of universities and research institutions across Africa and to facilitate the development of equitable and extensive collaborations between Oxford and African institutions.

We see huge potential both for African universities and for Oxford, as the continent is poised for decades of strong demographic and economic growth. The African Union’s vision 2063 envisages that all African countries will move to middle income status powered by knowledge-based economies. African university graduates (educated on the continent and abroad) and African universities will play a central role.

AfOx was formed in 2016 following discussions with academics across the University and with collaborators from across Africa with the vision to make Africa a Strategic priority for Oxford. AfOx supports African research collaborations in a number of ways including the travel awards to allow African researchers and Oxford colleagues to visit each other with the aim of exploring new collaborations and AfOx fellowships in partnership with a number of Oxford Colleges. AfOx will seek funding to support priority projects with African partners including education and research capacity building, scholarships and grants, and university leadership management training amongst others.

AfOx maintains range of communication platforms setting out our activities and aspirations, which acts as both inward (within the University) and outward facing platforms to promote and support the success and visibility of the Initiative’s activities. The AfOx website targets academics and students in Oxford University and in collaborating African institutions, with a research/academic focus on Africa, with secondary audiences being organisations and individuals, including funders, concerned with African research and development agendas. It also hosts a database of existing collaborations between Oxford and African institutions to facilitate efficient sharing of expertise, knowledge and resources.

For more information please visit: http://www.tropicalmedicine.ox.ac.uk/home

**How to apply**

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your
skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename referencing 145450.

All applications must be received by midday on the closing date stated in the online advertisement.

**Information for priority candidates**

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.
Important information for candidates

Data Privacy
Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University’s policy on retirement
The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity
Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

Employee benefits

University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. For full details, including how to apply and the costs, see www.admin.ox.ac.uk/childcare/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

The University of Oxford Newcomers’ Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.