



Dear candidate,

### Science Manager

Thank you for your interest in this great opportunity with the Africa Research Excellence Fund (AREF), part of the Medical Research Foundation. I hope that you find the information interesting and that you decide to apply for the role. The recruitment information pack describes the role, provides information about AREF, and explains how to apply.

To make an application:

- provide an up-to-date CV which includes your contact details, education and vocational qualifications, memberships of professional bodies, career history and explanation of any breaks in your employment history.
- provide a brief supporting statement setting out why you are the right candidate for this role and why you are interested in working for the Africa Research Excellence Fund, making reference to the information provided. The case that you make and the way that it is presented will form a key part of the shortlisting process.
- complete the equal opportunities monitoring and declaration form.
- let us know if you are not able to make any of the assessment or interview dates (the pre-arranged dates can be found in the application pack).

We acknowledge all applications within two working days of receipt. If you have not heard from us within two days of your email submission, please call me on 01425 567708 or 07939 269612 to confirm that your application has been safely received.

You should use a secure email address for submitting your application as our system will filter out emails that it believes have the potential to be spam.

Please send your completed application to my colleague Heather Taylor, at [talent@foresthtr.co.uk](mailto:talent@foresthtr.co.uk) by noon Sunday 20th January 2019.

We look forward to receiving an application from you.

Kind regards

Sue Manning  
Director, Forest HR Ltd



email: [sue@foresthtr.co.uk](mailto:sue@foresthtr.co.uk) mobile: 07939 269612

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# SCIENCE MANAGER

## Recruitment

December 2018 –  
January 2019

## Dear Applicant

**The Africa Research Excellence Fund (AREF)** is an energetic new UK-registered charity that enables early-career researcher scientists in Africa to develop and lead research to improve health and save lives.

We have already supported 101 health researchers from 23 African countries who have participated in the AREF Awards and Academy programmes. Eighty-one African scientists have been trained in the skill of grant-proposal preparation in Senegal and Uganda. We plan over the next four years to sustain our current programmes because they meet a clear need. Our aim is to launch several imaginative ventures that will further enable African researchers to achieve their full potential and eventually lead life-enhancing research.

We are looking for a confident and clear communicator, highly numerate and accurate with the ability to find simple solutions to complex problems.

You will bring to this new role a thorough and up-to-date understanding of UK charity regulation and best practice, gained through your experience working with thriving small charities. Ideally you will also have experience of an international development organisation or setting.

AREF's standards reflect those of the Medical Research Foundation. As AREF develops its distinctive role, you will take the lead on building an adaptive and resilient organisation capable of delivering our mission. You will apply your knowledge and skills practically, swiftly and sensitively - anticipating new needs and opportunities, while ensuring we operate to the highest standards.

For an informal conversation, in the first instance please contact Sue Manning, Forest HR, via [sue@forestr.co.uk](mailto:sue@forestr.co.uk).

**Tumani Corrah CBE MRG**

**Emeritus Director, MRC Unit The Gambia and Director, Africa Research Excellence Fund**

# THE ROLE AND OUR REQUIREMENTS

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## Summary details

<i>Unit name:</i>	<b>Africa Research Excellence Fund (AREF)</b> , The Gambia and London
<i>Employer:</i>	<b>Medical Research Foundation, Seconded to AREF</b>
<i>Job title</i>	<b>Science Manager</b>

## The role

The AREF Science Manager is a new post created to help us consolidate our existing research capacity building programmes and develop new activities that respond to strategic needs and opportunities. You will oversee the development and delivery of AREF Award and Academy programmes, with the support of AREF's operations team and under the direction of the Deputy-Director.

## The organisation

### **AREF: A new charity**

The Africa Research Excellence Fund ([www.africaresearchexcellencefund.org.uk](http://www.africaresearchexcellencefund.org.uk)) is a new charity established in 2015, whose primary purpose is to provide professional opportunities for talented health scientists in Africa. AREF provides development opportunities rather than aid.

We have already supported 13 Research Development Fellows and have trained 55 African scientists in the skill of grant-proposal preparation. We started this process by spending £200k on new Fellowships in 2016/17. We plan over the next four years to sustain our current programmes because they meet a clear need. We aim also to launch several imaginative ventures that will further enable African researchers to achieve their full potential and eventually lead life-enhancing research.

## Our mission and vision

The **mission** of the charity is to improve human health and save lives in Sub-Saharan Africa. We do this by **nurturing African-led research** in and for the region. In this way we contribute to improving the quality and impact of **health research** in Sub-Saharan Africa.

The charity's initial **focus** is on enabling talented postdoctoral health researchers in Sub-Saharan Africa to access the knowledge and skills essential to becoming world-class scientists and research leaders.

Our vision is of a growing cohort of African researchers working in Africa, who lead and partner excellent, collaborative health research that benefits patients, populations, policy makers and practitioners throughout the region and globally.

### Our strategy has three pillars:

- To provide stepping-stones at vulnerable postdoctoral career stages, so that talented researchers can develop the knowledge, skills and experience to win research funding and advance towards research leadership.
- To work in partnership, leveraging complementary knowledge and resources – and to enable opportunity, innovation and excellence at whole research system, organisational and individual researcher levels.
- To attract new and sustained funding into research capacity strengthening from established funders and “new” philanthropic foundations and individuals.

## Roles and responsibilities

### Planning, management, and delivery

Plan the annual cycle of AREF programmes supporting researchers.

Develop a research portfolio database, serving internal management needs and as a resource for AREF communications and M&E.

Inform and oversee the planning, management, and delivery of pre- and post-award processes of the AREF Awards and Academy programmes, managed by the Operations Team.

Manage a College of Experts. Oversee and monitor peer review processes to international standards - select assessors, brief review panels and train new assessors.

Prepare Board and committee agendas and minutes.

Write scientific feedback to applicants.

Manage relationships with delivery partners, for example the European & Developing Countries Clinical Trials Partnerships (EDCTP), to ensure effective shaping, management, and evaluation of joint activities to high standards.

Strive to achieve high standards of research management and professional ethics. Contribute to continuous improvement of our programmes (awards and activities) and processes.

Ensure effective processes for delivering on inclusion / diversity goals

Undertake specific projects as required, providing content (e.g. scoping, oversee data collection, analysis), coordinating others, engaging stakeholders, and reporting. For instance:

- Refresh and enlarge the membership of the AREF College of Experts through open advertisement and criteria-based selection.
- Assist the recruitment of a “faculty” of trainers / facilitators for the Academy training and development programmes.
- Establish and manage a project to develop the case for a “Matching Programme”, in which talented African scientists can be matched to specific, funded postdoctoral projects in high income institutions.
- Develop the Seed Funds funding scheme and peer review process.

### Monitoring and Evaluation and Reporting

Monitor and evaluate the Awards and Academy programmes within AREF's monitoring and evaluation framework. Contribute to developing / improving and maintaining the framework.

Prepare and present reports on the Awards and Academy programme, peer review and funding landscape.

### Communication

Communicate effectively with AREF decision makers, advisors, and beneficiaries about the programmes that the Post-holder manages.

For example, write, post and update guidance and news about the programmes from launch through to publication of awards and, later, outcomes.

Prepare briefs for the AREF Board Chair, Director, and other senior staff.

Work closely with the Head Major Gifts and Operations Team to create well-targeted information about programme outcomes and beneficiaries' achievements for fundraising.

Represent and speak on behalf of AREF in partnerships, events, and other activities, as required.

### Personal development

We expect the Post-holder to develop the following competencies:

- To become a trusted source of advice about the AREF programmes to a variety of internal and external audiences (within 3 to 6 months)
- To be an authoritative source of information on relevant strategies and activities of other organisations (our partners, competitors and others)
- And on the performance and relative positioning of AREF's own programmes / activities
- To develop and lead delivery of AREF workshops and events on the ground in Africa (6-12 months)
- To identify, propose and develop new "business" opportunities appropriate to AREF
- To deputise for the Deputy Director or other Senior Staff, as required.

The Post-holder will be expected to learn by doing, on the job, complemented by training courses where appropriate and by shadowing and otherwise learning from colleagues of the Medical Research Foundation or other organisation.

### Working relationships

Reports to Deputy Director

Works with Senior Management Team: Director, Deputy Director, Head of Operations, Head of Fundraising

Works with Head of Operations and the Operations Team in Africa

Supports the Board, Advisory Panel, Awards Advisory Panel

Manages the College of Experts

Works with AREF advisors, facilitators, supporters and with Medical Research Foundation colleagues

## Equality and diversity

AREF and the Foundation value the diverse skills and experience of its employees and is committed to achieving equality of treatment for all. Our objectives are that all individuals shall have equal opportunities for employment and advancement on the basis of their skills, aptitudes, and abilities.

AREF and the Foundation are committed to the engagement and retention of the best possible talent and to creating an environment that encourages excellence in scientific research through good equalities and diversity leadership and management.

## Corporate / Local responsibilities and requirements

The job holder must at all times carry out their responsibilities with due regard to the Medical Research Foundation / AREF's:

- Code of Conduct
- Equality and Diversity policy
- Health and Safety policy
- Data Protection and Security policy

Job descriptions are reviewed regularly and at the annual appraisal. Any changes should be made and agreed between the post holder and their manager.

The above lists are not exhaustive, and the job holder is required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and AREF.

## Person requirements

### Education / Qualifications / Formal Training

#### *Essential:*

Educated to a bachelor's degree level (United Kingdom) or equivalent

#### *Desirable:*

Degree in a Science, Technology, Engineering or Mathematical subject

Post-graduate masters' qualification or equivalent

Post-graduate doctoral qualification, PhD

Project management qualification

Good written proficiency in French and/or Portuguese

### Knowledge

#### *Essential:*

Broad understanding of human health challenges in Sub-Saharan Africa

Knowledge of the international research in your field of science

Understanding of how scientific research is assessed, managed, and funded.

## Skills gained through experience of work

### *Essential:*

Planning and management experience with ability to manage multiple projects and processes, delivering to specific standards and deadlines

Delivery of processes and events, taking responsibility for achieving personal and team goals and delivering high quality outputs to planned deadlines

Managing diverse stakeholders across Organisations to achieve agreed objectives

Communicating (written and oral) to diverse research audiences

Contributing written content to funding applications for submission to an organisation using “peer review”

Project budget creation, management, and reporting

Organisation of a busy workload with competing priorities

### *Desirable:*

Scientific research conducted at or in close partnership with a “centre of excellence” in your field of research

Scientific biomedical or health-oriented research in low income, ideally African, settings

Designing and improving processes

Coordinating multi-partner research projects

Use of survey and statistical tools for project monitoring and evaluation

Use of software tools and platforms to support collaborative teams, e.g. One Drive, SharePoint, Skype, Huddle, or equivalents

Engagement with research users, potential donors, and lay audiences.

## Personal skills, behaviours, and qualities

### *Essential:*

Ability to work with people at all levels and across team boundaries

Adept at working across a range of tasks

Calm and resilient

Motivates people and can negotiate and compromise

Self-organised with strong planning skills

Confident and clear communicator

Highly numerate and accurate

Ability to find simple solutions to complex problems

## Additional information

### Organogram

# AREF Organogram: 2019

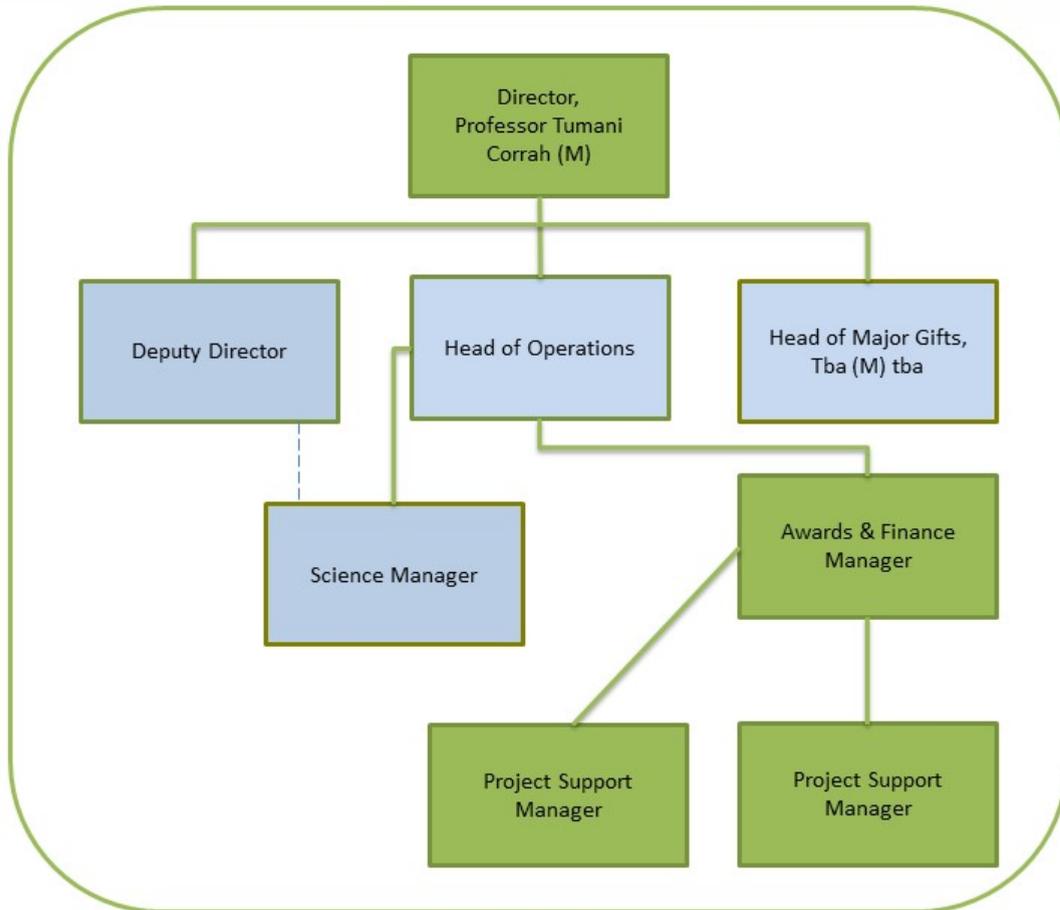
## AREF Organogram 2018:

Green: Gambia-based

Blue: UK-based alongside MRF

Dashed lines: Professional oversight

Strengthening health research capacity in Africa



## WHAT WE ARE OFFERING

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(for information purposes only)

<b>Employer</b>	The post holder will be employed on Medical Research Foundation contract and terms and conditions of employment and will be immediately seconded to the Africa Research Excellence Fund.
<b>Contract</b>	Full time, fixed-term contract for 2 years.
<b>Salary</b>	Starting salary in the range £32,600 to £39,800 p.a. depending on experience.
<b>Pension</b>	Medical Research Foundation offers an auto-enrolment scheme with Standard Life. On employment, Medical Research Foundation double-matches employee contributions to a maximum 10% (employer contributions)
<b>Working hours</b>	36 hours per week, usually worked over 5 days Monday to Friday. This is a senior role and will occasionally require the post holder to work additional hours to cover meetings and travel. The salary level already reflects this and there is no additional salary.
<b>Annual leave</b>	30 days plus public holidays January to December holiday year.
<b>Location</b>	Based in UK, and the Medical Research Foundation offices (Old Street, London) with some overseas travel.
<b>Probation period</b>	2 months

## KEY DATES

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<b>Closing date</b>	Noon, Sunday 20th January 2019
<b>Online assessments</b>	Thursday 31st January 2019
<b>Presentation and interview and work-based exercise</b>	Monday 4th February 2019



Strengthening health research capacity in Africa