



ADVERTISEMENT

Project Administrator

Contract type: Long Term Contract

Job Level: Skilled / Middle Management

Work Location: Pretoria, Gauteng

The National Research Foundation (NRF) is a government mandated research and science development agency established through the National Research Foundation Act (Act No. 23 of 1998). The agency supports and promotes research and human capital development through innovative grant funding and partnerships, the provision of National Research Facilities and science engagement platforms, and supporting and promoting public awareness of science to the broader community, in all fields of science and technology, including natural science, engineering, social science and humanities.

The South African Agency for Science and Technology Advancement (SAASTA) is a business unit of the National Research Foundation (NRF) with the mandate to advance public awareness, appreciation and engagement of science, engineering, innovation and technology in South Africa and has been appointed by the Department of Science and Innovation to be the national coordinator for Science Engagement in South Africa.

The National Research Foundation (NRF) seeks to make an appointment for the position of Project Administrator who will report to the STEMI Manager: SAASTA, within Research, Innovation and Impact Support and Advancement (RIISA) at the business unit SAASTA. Only white males/females, coloured males/females, and indian females will be considered for this position.

The purpose of this position is to administer the coordination and implementation of projects, and ensure that they are implemented efficiently and effectively within a set time frame.

Key Responsibilities:

- * Record, organise, verify, store, capture data.
- * Maintain the filing system and retrieval of correspondence and data.
- * Handle office duties such as correspondence, communication with stakeholders, photocopying, courier, and stock control.
- * Type letters, address labels, waybills and any other correspondence as and when required.
- * Keep and maintain an asset register.
- * Assist with phone calls from schools and other organisations or institutions – incoming and outgoing
- * Arrange and coordinate meetings, and compile minutes thereof.
- * Tracking of documents, i.e. ensure that it is signed off by all relevant staff and keep track of where in the system the documents are until the process has been completed. Must be able to report on the status of documents.
- * Preparation of RFQs for purchasing of goods and services and liaise with internal and external stakeholders in relation to procurement of such goods and services.
- * Assist with monitoring of project related activities such as science engagement activities for learners and educators, data capturers, and packers.
- * Make travel and accommodation arrangements.
- * Assist with Focus week and prize giving ceremony
- * Perform any ad-hoc duties as required.

Key Requirements:

Qualification:

- * Minimum Diploma (NQF 6) science related qualification.
- * Experience and qualifications in science related public sector environment will be an advantage.
- * 2 years working experience

Experience:

- * A minimum of 2 years working experience with administration capabilities.

Knowledge:

Project administration

Additional Notes:

- * Advanced computer literacy

- * Good interpersonal people skills, i.e. be able to deal with people/staff of all levels
- * Ability to administer complex and diverse projects
- * Ability to work independently
- * Ability to work under pressure
- * The incumbent must have a good command of English

Information:

The website www.nrf.ac.za provides more details on the NRF initiatives and activities.

Applications:

Applicants should submit a comprehensive CV by logging to <https://ess.nrf.ac.za/Account/Recruitment> and apply online. Applications should be accompanied by a letter of motivation indicating the applicant's suitability for the position. The names and contact details of at least three referees should be provided.

Closing Date: 11 February 2025

The NRF offers a challenging career and competitive remuneration package which is commensurate with qualifications and experience. The NRF is committed to employment equity and redress and the appointment to the position will be made in line with the NRF Employment Equity Plan.

The NRF reserves the right not to make an appointment.

Correspondence will be sent to short-listed candidates only