



## ADVERTISEMENT

### Administrator

Contract type: Permanent

Job Level: Skilled / Middle Management

Work Location: Pretoria, Gauteng

The National Research Foundation (NRF) is a government mandated research and 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 funding, the provision of National Research Facilities, 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, Technology 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 People and Culture Administrator who will report to the People and Culture Manager: at the business unit SAASTA. This is an Employment Equity position and preferred candidates would be: coloured male/female, white male/female and Indian female. The position will be based at NRF, Business Unit SAASTA in Pretoria CBD.

The purpose of this position is to provide the division with the overall administration and office management support.

#### Key Responsibilities:

- \* Assist with day-to-day administrative tasks, including filing, data entry, and record-keeping.
- \* Manage calendars, schedule appointments, and coordinate meetings.
- \* Prepare and distribute correspondence, memos, and reports.
- \* Handle incoming calls and emails and respond to inquiries.
- \* Assist with project management tasks, such as tracking deadlines and deliverables.
- \* Provide support to the section as needed.
- \* Provide support to the People and Culture team as needed.
- \* Capture data of shortlisted candidates on excel Check list
- \* Capture all submitted Performance management contracts on the excel spreadsheet
- \* Responsible for leave capturing, management and reporting
- \* Responsible for attendance registers (verify attendance and file accordingly)
- \* Administration of registers for training and Inductions verify attendance and update on the spreadsheet
- \* Filing of personnel files (Quality check if information provided is relevant and accurate).
- \* Assist in checking payroll input received.

#### Key Requirements:

##### Qualification:

- \* Diploma (NQF 6) in Human Resource Management
- \* Two years' work experience

##### Experience:

Two years' work experience with Human Resources administrative responsibilities

##### Knowledge:

Knowledge of any payroll system would be advantageous.

### **Additional Notes:**

- \* Office and project administration
- \* Computer literacy
- \* Planning and organizational skills
- \* Filing and record keeping
- \* Stakeholder engagement
- \* Digital networking platforms

### **Information:**

The website [www.nrf.ac.za](http://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