



ADVERTISEMENT

Administrative Assistant

Contract type: Permanent

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, 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 Administrative Assistant who will report to the Planning, Reporting, Monitoring and Evaluation (PRME) Manager: SAASTA, within Research, Innovation and Impact Support and Advancement (RIISA) 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.

Purpose: The purpose of this position is to provide the section with the overall administration, secretarial and office management support.

Key Responsibilities:

- * Administration of financial documentation
- * Handle telephone accounts
- * Collation and submission of cost centre reports
- * Verification of availability of project funds
- * Consolidate section financial queries
- * Manage diary
- * Collation, integration and submission of divisional reports to the Manager.
- * Contract administration and monitoring
- * Manage meetings
- * Liaise with internal and external stakeholders in relation to office procurement of goods and services
- * Stock control of office stationery
- * Maintain the asset register
- * Obtain quotations and complete procurement forms
- * Arrange travel and accommodation
- * Coordinate the Procurement of goods and services
- * Liaison with Finance office and other Sections in the office

Key Requirements:

Qualification:

- * Diploma (NRF 6) in administration or similar
- * Two (2) years work experience

Experience:

Two (2) years work experience with administrative responsibilities

Knowledge:

- * 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 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: 10 March 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