



## ADVERTISEMENT

### Project Coordinator

Contract type: Short Term Contract

Job Level: Skilled / Middle Management

Work Location: Pretoria, Gauteng

The National Research Foundation (NRF) supports and promotes research and human capital development funding, the provision of National Research Facilities and science outreach platforms and programmes to the broader community in all fields of science and technology, including natural sciences, engineering, social sciences and humanities.

The South Africa 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.

The South African Agency for Science and Technology Advancement seeks to appoint a Project Coordinator on a short term contract for twelve months, to be based at the Albertina Nontsikelelo Sisulu (AN Sisulu) Science Centre, Cofimvaba in the Eastern Cape.

The purpose of this position is to conceptualise, coordinate, implement and monitor programmes/projects at the AN Sisulu Science Centre, to ensure that they are implemented efficiently and effectively within the set time frame and within allocated budgets.

#### Key Responsibilities:

- \* Planning and execution of public awareness projects within the Albertina Sisulu Science Centre;
- \* Conceptualize projects, initiatives, activities, new exhibits and programmes
- \* Develop implementation plans for the centre projects and activities
- \* Identify projects indicators and align them to the science engagement's KPI's
- \* Ensure achievement of centre and projects objectives
- \* Writing proposals for funding of the centre programmes
- \* Engaging with internal and external stakeholders on matters of common interest
- \* Plan and compile centre budgets and continuous monitoring of budget and expenses
- \* Ensure compliance to policies and treasury regulations
- \* Compiling project activities and centre report
- \* Provide continuous support to staff and mentoring thereof
- \* Collect and collate cluster data for reporting
- \* Offer a fun, safe and welcoming environment to all visitors in the science centre;
- \* Engage visitors and communicate scientific concepts accurately,
- \* Support schools' STEM strategic focus areas in the Eastern Cape province;
- \* Running and maintaining the Planetarium
- \* General maintenance of exhibits
- \* General maintenance of the building and the infrastructures such as energy supply and water supply
- \* Ensure relevance and high quality design, development and implementation of STEM workshops and shows presented by the science centre

#### Key Requirements:

##### Qualification:

- \* An NQF Level 7 STEM degree (STEM Science, Technology and Mathematics).
- \* 5 years' work experience including a minimum of 2 years in science engagement and communication work.
- \* An understanding of the science outreach sector, programmes and key role players.
- \* A valid Code 8 driver's license is essential.

##### Experience:

- \* Managing projects and resources
- \* Report writing
- \* stakeholders management relations at different levels

- \* Experience within science centre programmes and management of science engagement programmes, science and technology awareness and outreach.
- \* Experience in the development of awareness materials

#### **Knowledge:**

- \* Project management
- \* Financial management
- \* Report writing
- \* Excellent communication, presentation and facilitation skills with ability to present to large groups/audiences

#### **Additional Notes:**

- \* Ability to supervise people and projects, with very good people skills;
- \* A creative team player able to perform tasks strategically, systematically and accurately.
- \* Excellent communication (written and verbal), networking and interpersonal skills
- \* Proven excellence in writing and report writing skills
- \* Ability to work in a multi-tasking environment and excellent organising skills and willingness to work long hours
- \* Pays attention to detail
- \* Proficiency in various information and technology platforms and Microsoft packages
- \* Positive and dynamic self starter with a passion for excellence, creativity and innovation
- \* Ability to work effectively as part of a team unsupervised
- \* Able to work under pressure in both a team and as an individual

#### **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.

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