



ADVERTISEMENT

Project Administrator

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 through 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 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 South African Agency for Science and Technology Advancement seeks to appoint a Project Administrator 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 assist and support the Project Coordinator in implementing projects at the Albertina Sisulu Science Centre and maintaining a good working relations with internal and external stakeholders

Key Responsibilities:

- * Implementing plans and execution of public awareness projects within the Science Engagement;
- * Working across the science centre, to run programmes in the centre and discipline-specific public awareness;
- * Proactive engagement with internal and external stakeholders and engage visitors and communicate scientific concepts accurately;
- * Support schools' STEM strategic focus areas in the province;
- * Assist with administration, management, logistics, venue setup, data management, development & reporting of STEM programmes both on-site and outreach;
- * Data collection, collating, analysing and drafting as well as submission of project reports;
- * Assist in the development of awareness programmes, science shows, workshops, exhibits communication and maintenance;
- * Monitoring and evaluation of programme and project activities;
- * Procurement of goods and services and tracking of transactions
- * General maintenance of exhibits, building and any physical infrastructure.

Key Requirements:

Qualification:

- * Three (3) years Science National Diploma (NQF level 6) qualification or equivalent qualification;
- * A valid driver's license

Experience:

- * Two (2) year work experience in science communication and implementation of science engagement programmes;
- * Knowledge/experience in managing or maintaining the multigrid energy and grey water systems will be an added advantage

Knowledge:

- * An understanding of the science outreach sector, programmes and key role players
- * Science and career awareness

Additional Notes:

- * A person with a very good people skills;
- * Content knowledge in the science, science communication and exhibitions communication;
- * A creative team player able to perform tasks strategically, systematically and accurately;
- * Excellent communication (written and verbal), networking and interpersonal skills;
- * Ability to work in a multi-tasking environment and excellent organising skills and willingness to work long hours and over none working days;
- * Proficiency in various information and technology platforms and Microsoft packages;

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.

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