



## ADVERTISEMENT

### Professional Officer

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 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 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 Professional Officer (Cluster) who will report to the STEMI Manager: SAASTA, at the business unit SAASTA.

The purpose of this position is to coordinate, implement and monitor science engagement activities for a cluster of schools who are members of the SJC Technology and Innovation Hub to ensure that extra-curricular activities and support to STEM educators of the cluster are implemented efficiently and effectively within the set time frame and within allocated budgets. The position will be within NRF business unit SAASTA and the position based at Saint John College in Umtata.

#### Key Responsibilities:

- \* Assist in developing implementation plans for the SJC Presidential Technology and Innovation Hub project;
- \* Coordinate the Technology and Innovation Hub extra-curricular and STEM educators support activities and implement annual plans in line with the KPIs;
- \* Capture, record, organize, verify, and store data;
- \* Analyze data and create reports;
- \* Assist in planning and compilation of project budgets and manage finances of projects;
- \* Procurement of goods and services in accordance with the PFMA with the support of Supply Chain Management (SCM);
- \* Liaise with internal and external stakeholders;
- \* Organize workshops or conferences for the Technology and Innovation Hub member schools;
- \* Give guidance and provide training to the champion teachers of the Hub member schools who lead the activities at their institution
- \* Make presentations at workshop and conferences;
- \* Taking minutes in meetings and notes during workshops and conferences;
- \* Keep and maintain filing system;
- \* Check correctness of submissions and submit for processing;
- \* Make travel arrangements, and
- \* Assist with ad hoc projects and tasks.

## Key Requirements:

### Qualification:

- \* Honors Degree (NQF Level 8) in STEM
- \* Five (5) year work experience
- \* A valid driver's licence

### Experience:

- \* Five (5) year work experience in coordination and/or implementation of STEM related projects.
- \* Experience in training and support of STEM educators.

### Knowledge:

- \* Education related policy documents such as CAPS, Green/White Papers, Frameworks and Concepts.
- \* Report writing.
- \* Planning and organising.
- \* Stakeholder and network management.

### Additional Notes:

- \* Computer literacy
- \* Ability to work independently and as part of a team
- \* Presentation, communication and writing skills
- \* Ability to work under pressure with minimal supervision
- \* Ability to handle and deal appropriately with confidential information

### 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