



## ADVERTISEMENT

### Professional Officer

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 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 Institutional Planning and Reporting Professional Officer who will report to the Monitoring & Evaluations, Planning and Reporting Manager: SAASTA, at the business unit SAASTA.

The purpose of this position is to support the M&E Manager by compiling and analyzing data to develop performance information reports related to science engagement initiatives. This includes benchmarking, evidence gathering to support performance information, key performance indicator (KPI) monitoring, facilitation of science engagement strategy planning sessions, compiling of annual performance plans (APPs), designing of plans that support planning, as well as conducting project evaluations and dissemination of information for the support of decision making processes. The position will be based at NRF RIISA business unit SAASTA in Pretoria CBD.

#### Key Responsibilities:

##### Business Planning & Reporting

Contribute towards the development of performance plans in line with NRF strategy, vision and mission, and SE strategic objectives and goals;

Contribute and assist the M&E division towards the development of short, medium to long-term operational plans for the Business Unit and SE programmes;

Facilitation of strategy planning process, at least twice annually;

Draft and develop SE key performance indicators (KPIs) for further review by the supervisor;

Check alignment of SE planning documents with the NRF Vision and Mission, strategy document as informed by the DSI priorities and Science Engagement Strategy (SES); and

Consolidate inputs and compile annual performance plans for SE programmes according to stipulated timelines.

Collect, collate and analyses qualitative and quantitative data, by ensuring that data is disaggregated according to related indicators and project / programme variables;

Establishes performance reporting processes that will inform planning and strategy development in accordance with reporting guideline and guidance from Supervisor;

Transform data and package into information that is reliable and valid;

Consolidate and compile SE reports quarterly and annually in accordance with reporting guidelines set by the NRF and deadlines agreed to with the Supervisor;

Device mechanism for innovative solutions to improve reporting as informed by a high level of analyzing data; and

Continually do research of current processes and practices for improved programme / project implementation success.

##### Project Monitoring & Evaluation

Liaise and collaborate with the respective SE programme/project managers to ensure collation and compilation of appropriate data and statistics for the development of M&E plan for project identification and compilation of reports;

Conduct and coordinate periodic evaluations, surveys, and assessments of SE programmes and ensure they are linked with the overall M&E framework and Indicators;

Works closely with other colleagues in the commission of evaluations;

Research and compile evaluation reports in line with evaluations completed;

Attend and respond to requests for data from both internal and external stakeholders;

Compile progress and analytical reports in relations to SE programmes, operations, achievements / non-achievement of objectives on a regular basis and provide realistic recommendations on how to further improve the interventions.

Conceptualize projects and develop project proposals;

Design, develop, plan, and implement project evaluation activities. This includes development and dissemination of tools, materials, reports, papers, and intervention-linked research;

Project risk identification and mitigation control; and

Providing feedback to the managers.

Stakeholder relations

Provide technical advice to stakeholders;

Engaging with internal and external stakeholders on matters of common interest across the NSI;

Resolve stakeholder queries with 48 hours during office days as they emerge including those that emanate from the Supervisor's desk; and

Maintain good stakeholder relations and establish new partnerships.

Staff Supervision and Budget management

### **Key Requirements:**

#### **Qualification:**

- \* Post graduate qualification (NQF Level 8) in Statistics, Social Sciences (Economics, Information Management and Public Administration) or Professional Bachelor's Degree in Monitoring and Evaluation.
- \* Five (5) years.
- \* A valid driver's license.

#### **Experience:**

Five (5) year relevant work experience (Strategy & Business Planning, Reporting, and /or Conducting Evaluations).

Three of which must be in leading and managing projects or qualifications in project management.

Demonstrated experience in designing and implementing strategy documents (business plans and operational plans) as frameworks that supports performance reporting.

Report Writing.

#### **Knowledge:**

- \* Understanding of the Framework for the reporting of Performance Information.
- \* M&E Systems Design.
- \* Application and implementation of both Quantitative and Qualitative Research methods.

### **Additional Notes:**

- \* Strong Interpersonal Skills.
- \* Project Management Skills.
- \* Financial Management Skills.
- \* Excellent verbal Communication and Writing Skills.
- \* Excellent organizational & Planning Skills.
- \* Analytical skills.
- \* Strong Presentation Skills.
- \* High level of Computer Literacy.
- \* Strong Stakeholders Management Relations.
- \* Ability to handle stress.
- \* Team player.
- \* Willingness to travel.

### **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