



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 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 DSTI 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 who will report to the Science Education Manager: SAASTA, within Research, Innovation and Impact Support and Advancement (RIISA) at the business unit SAASTA. The position will be based at SAASTA in Pretoria CBD.

The purpose of the job is to develop and implement science education related concepts and frameworks documents of programmes/projects in line with the mandate of NRF-SAASTA. Maintain collaborations for coordination and implementation of science education programmes/projects across the NSI. Verification of SEIMS data.

Key Responsibilities:

- * Contribute to the development and review of concepts and frameworks documents of programmes/projects in line with the NRF-SAASTA mandate and NRF strategies.
- * Development of project business plans and annual performance plans in line with NRF business plan.
- * Develop and review strategic coordination and implementation approaches of programmes/projects.
- * Develop project-based support documents such as newsletters, website content, and flyers.
- * Develop strategies to provide digital support to projects while reducing the digital divide to disadvantaged schools i.e. Learning Management System (LMS).
- * Ensure relevant and appropriate content in the development of LTSM and science engagement resources.
- * Coordinate programme/project specific conferences, webinars and workshops across the NSI.
- * Make presentations at workshops and conferences.
- * Manage the effective utilisation of programmes/projects resources while ensuring compliance to policies and treasury regulations.
- * Develop and put in place quality management systems.
- * Develop terms of reference for funding and tenders and evaluate funding and tender proposals.
- * Engaging with internal and external stakeholders on matters of common interest and provide technical advice to stakeholders.
- * Analyse data for programmes/projects reporting and upload on SEIMS.
- * Monitoring and control of programmes/projects coordinated and implemented.
- * Identify programme/project risks, control and implement mitigation factors.

Key Requirements:

Qualification:

- * Honors Degree or equivalent (NQF Level 8) in STEM.
- * Six (6) years of work experience

Experience:

Six (6) years of work experience in science education sector, experience served at middle management level will be an advantage.

Knowledge:

- * Education related policy documents such as CAPS; Green/White Papers; Frameworks and Concepts.
- * Report writing
- * Planning and organisational

- * Strategic planning and coordination
- * Stakeholder and network management
- * Resources management
- * Programme conceptualisation
- * Project Management

Additional Notes:

- * Digital literacy skills which include information literacy skills, media literacy skills, and information and communication technology (ICT).
- * 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 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: 07 November 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