

The Water Research Commission (WRC) is a dynamic hub for water-centred knowledge, innovation and intellectual capital, providing leadership for research and development through the support of knowledge creation, transfer and application. It engages stakeholders and partners involving water-related problems, which are crucial to South-Africa's sustainable development and economic growth, and is committed to promoting a better quality of life for all. Applications are invited from suitably qualified individuals for the Pretoria-based position of:

Contracts Manager

Salary: R 740 065.00 per annum total Cost to Company

This position calls for a dynamic and experienced person to provide effective management of the WRC's contracts and to ensure the smooth management and execution of research projects and the full research cycle of the WRC through the development and maintenance of good practice tools, procedures and guidelines. The successful candidate will report to Group Executive: Research and Development.

Minimum qualifications and experience required:

- A 3 year relevant Qualification
- Post Graduate Qualification would be advantageous
- Proven track record and experience of at least 5 - 8 years in contract management
- Detailed planning and scheduling skills
- Knowledge of applicable software
- Data analysis and reporting skills
- Knowledge of MS Word, Excel, Access, PowerPoint and reasonable typing speed

The position entails but is not limited to the following responsibilities:

- Management of all research contracts
- Management of the project management information system
- Supervising project coordination staff;
- Analysing and reporting of the project information including challenges and opportunities in projects.
- Advising the Executives on key projects matters and other strategic issues.
- Develop, implement and update the Standard Operating procedures for the project management cycle.
- Foster healthy working relationships with internal and external customers

Job Competencies:

- Good Coordinating Skills
- Excellent communication skills, both verbal and written
- Detail orientation and multi-tasking skills
- Must be able to handle detailed tasks simultaneously
- Must be reliable and have integrity
- Superior comprehension skills, must be fast learner
- People Management skills (project team and stakeholders)

Appointment will be made in line with the WRC's employment equity policy. Applications, accompanied by a detailed CV with three references, should be submitted to Human Resources, e-mail: hr@wrc.org.za. Closing date: 07 February 2016 If you are not contacted by 06 March 2016 please consider your application as unsuccessful.