

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:

Administrative Assistant

Salary: R 280 000.00 per annum total Cost to Company (2 year contract)

This position calls for a dynamic and experienced person to assist the Executive Manager, WADER Manager, PMU Manager and other members of the division with the responsibility of office management; financial management, stakeholder engagements, database management and collation of information for projects and reports. The successful candidate will report to Executive Manager: Business Development and Innovations.

Minimum qualifications and experience required:

- Matric and an appropriate qualification in secretarial/administration services
- Any Degree in Humanities would be added advantage
- At least 3 - 5 years' experience as a Secretary or an equivalent administrative position
- Relevant experience with varied interactions in a task orientated environment
- Experience with basic accounting and budgeting
- Knowledge of MS Word, Excel, Access, PowerPoint and reasonable typing speed

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

- Office management
- Database compilation and maintenance
- Minute taking and documentation for KSA meetings; and general correspondence (quality control)
- Logistical arrangements for Workshops and meetings
- Travel arrangements - local and international
- Administrative support for the finalization of projects
- Collation of information for reports

Job Competencies:

- Good Planning, coordinating and scheduling skills
- Excellent communication skills, both verbal and written
- Ability to Multi-task without compromising on quality when completing tasks.
- Must be able to handle detailed tasks simultaneously and thoroughly
- Must be reliable and have integrity
- Superior comprehension skills, must be fast learner
- Ability to deal with confidential matters

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](mailto:hr@wrc.org.za). Closing date: **6 March 2016** If you are not contacted by **05 April 2016** please consider your application as unsuccessful.