

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:

Programme Administrator

Salary: R 350 000.00 per annum total Cost to Company (3 year contract)

This position calls for a dynamic and experienced person to coordinate and monitor all KSA (Key Strategic Area) project related coordination and administration, budget processes as well as transfer of knowledge through workshops and publications in order to ensure a comprehensive and continued support service to all internal and external stakeholders. The successful candidate will report to Executive Manager: Business Development and Innovations.

Minimum qualifications and experience required:

- A Bachelors/Honours Degree in Science
- Proven track record (At least 3-5 years' experience) in project /programme administration
- Project Support Skills
- Experience with basic accounting and budgeting would be an added advantage
- Knowledge of MS Word, Excel, Access, PowerPoint and reasonable typing speed
- Experience in Contracts coordination and Support
- Experience in science coordination activities would be an added advantage

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

- Coordinate Project life including scheduling meetings and managing documentation of all project related meetings
- Project/Programme administration
- Organise workshops
- Operate FMS (Fund Management System) in all stages of contract and project management
- Financial administration
- Facilitate KSA related networking (internal and external)
- Information coordination and support
- Stakeholder engagement

Job Competencies:

- Good Planning, coordinating and scheduling 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
- Ability to deal with confidential matters

Appointment will be made in line with the WRC's employment equity policy. Application clearly stating the position you are applying for, accompanied by a detailed CV with three references, should be submitted to Human Resources, e-mail: hr@wrc.org.za. Closing date: **06 March 2016** If you are not contacted by 05 April 2016 please consider your application as unsuccessful.