



SARIMA Secretariat
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Leadership in Research & Innovation Management

VACANCY: PROJECT SPECIALIST: RESEARCH MANAGEMENT

SARIMA is an Association of Research and Innovation Managers that operates at an Institutional National and International level, as well as across the value chain from research management through innovation to commercialization of research. The purpose of the Association is to promote research and innovation management for the benefit of Southern Africa.

Research Management (RM) is one of three key strategic focus areas for SARIMA and numerous activities and projects are undertaken by the RM, as well as the Africa Engagement (AE) and Innovation and Technology Transfer (I&TT) portfolios.

SARIMA requires the services of a Full-Time Project Specialist: Research Management to coordinate, facilitate and implement RM activities, projects and programmes for SARIMA.

JOB SCOPE

The Project Specialist RM's duties will include:

- Coordination of research management projects and programmes including liaising with the International Professional Recognition Council (IPRC) and implementation of the professional recognition programme of SARIMA;
- Managing and monitoring project and programme budgets in conjunction with the Operations Team;
- Monitoring the activities and outcomes of RM programmes as well as other selected initiatives of the AE and RM portfolios and compiling technical and financial progress reports to funders or other stakeholders;
- Development of training material, organising and facilitating customized training courses, workshops and surveys for various stakeholders;
- Coordination of consultation meetings, workshops and learning opportunities with stakeholders and organizations in Africa that are involved in specific RM projects;
- Identification and initiation of new RM projects in support of SARIMA's strategic plans;
- Participation in drafting funding proposals and budgets;
- Liaising with strategic partners and assisting with leveraging collaborations in conjunction with relevant SARIMA Committee members;
- Providing effective knowledge and information management support to the Committee about selected project initiatives;
- Development of information resources on RM for the AE and RM Portfolios;
- Updating of the AE and RM section of the SARIMA website including providing information about RM activities and networking of members through newsletters, social media, etc.;
- Providing professional support to the SARIMA Committee and the AE and RM Portfolios.

The Project Specialist RM will report to the General Manager of SARIMA for employment purposes, and for day to day activities to the relevant project leader as designated by the President of SARIMA. Their functions need to be performed in close conjunction with other Project Team members, Vice Presidents of AE and RM, the broader SARIMA Committee and SARIMA staff. The Project Specialist RM may not serve SARIMA in any other capacity (such as a Member of the Committee).

REQUIREMENTS

The successful candidate must have a post-graduate degree with at least 5 years' post qualification working experience, of which a significant portion should be in a research management environment. A post-graduate degree in a science, technology and/or engineering field and a project management qualification or certificate; will be an advantage.

Furthermore, the candidate must:

- Appreciate and understand the higher education, national systems of innovation (NSI) and funding environments within an African context;
- Have sound international work experience, especially within Africa and be willing to travel internationally;
- Have excellent communication, writing and formulation skills;
- Be highly proficient in both spoken and written English; French or Portuguese will be an added advantage;
- Have managed complex projects, preferably within a research management environment.

The ideal candidate will also have demonstrated ability to:

- manage projects and resources and ensure that projects are kept on brief, on budget and on time;
- gather, collate and analyse data and compile reports;
- liaise with stakeholders at various levels;
- motivate him/herself, be able to take the initiative and to be diplomatic;
- multi-task, have organizational skills and is detail-oriented
- work in a team environment;
- communicate effectively.

DETAILS

- The position is a full-time three-year contract position, renewable each year subject to the availability of funding.
- Salary will be negotiated.
- The starting date is negotiable but the position is required immediately.
- The position will be based at the SARIMA Secretariat, with offices at the CSIR in Pretoria.
- Short listed candidates must avail themselves for interviews in Gauteng or as agreed with the General Manager.
- Candidates must be South African citizens, or have permanent residence, or have an appropriate working permit in South African valid until 2020.
- Candidates wishing to apply must provide:
 - A covering letter of maximum 2 pages including (i) detailing their rationale for applying, (ii) how their experience lends itself to the role, (iii) reasons for wishing to leave their current role, (iv) salary expectations, and (iv) contact details of 3 suitable references.
 - An up to date CV of maximum 5 pages
 - Email the above to the General Manager at SARIMA at nelisha@sarima.co.za
- SARIMA retains the right to decide against making an appointment, should a suitable candidate not be identified.
- The closing date for applications is 16 October 2017.

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