Leadership in Research & Innovation Management

VACANCY: PROJECT MANAGER

SARIMA is a membership organisation of Research and Innovation Managers that operates at an institutional national and international level, as well as across the value chain, from research through to successful innovation (commercialization). The purpose of the association is to promote research and innovation management for the benefit of Southern Africa.

SARIMA requires the services of a part-time Project Manager to co-ordinate, facilitate and implement activities and projects in South Africa and the rest of the SADC region.

Job Scope:
The Project Manager's duties will include:
- Coordination and implementation of projects/initiatives assigned to the Project Manager ("project(s)"), on brief on budget and on time;
- Managing and monitoring project deliverables and budgets in conjunction with the SARIMA operations team;
- Monitoring the activities and outcomes of projects as well as other selected initiatives and compiling technical and financial progress reports for funders or other stakeholders;
- Organisation of training courses/workshops and development of concept notes, surveys etc., to meet project deliverables.
- Identification and initiation of new projects in support of SARIMA's strategic plans, including
- driving the drafting of funding proposals and associated budgets, within the guidelines set by SARIMA and prospective funders;
- Providing effective knowledge and information management support to the Committee about projects;
- Development of information resources for the relevant SARIMA Portfolios;
- Providing project information and material for the SARIMA website, newsletters, social media etc., on request; and
- Providing professional support to the SARIMA Committee and relevant Portfolios.

These functions need to be performed in close conjunction with the Vice-President of the relevant portfolios, primarily the Research Management as well as Africa Engagement Portfolios, as well as the broader SARIMA Committee and SARIMA staff. The Project Manager may not serve SARIMA in any other capacity (such as an elected member of the Committee).

Requirements:
The successful candidate should have a post-graduate degree with at least 5 years' post qualification working experience, of which a significant portion should be in a project-driven environment and some experience in managing projects.

One of more of the following will be considered an advantage:
- experience in working within Africa,
- experience in managing projects,
- a post-graduate degree in a science, technology and/or engineering field,
- experience in research management,
- a project management qualification or certificate; and/or,
- proficiency also in other SADC languages – French and Portuguese

In terms of attributes, skills, etc., the candidate must:
- Be a proven self-starter who can motivate him/herself and be able to take initiative
- Be a strong team-player and have sound experience in high-level liaison and networking
- Be able and willing to deal with a wide and diverse range of stakeholders from different countries
- Have a proven ability to manage projects within scope, time and budget
- Have strong organizational skills and detail-orientation
- Be able to work within the context of a committee arrangement, viz answerable to multiple people dependent on tasks being conducted
- Have excellent Computer and English communication skills (both spoken and written);

Details:
- The position is a part-time contract position, requiring approximately 20 hours per week, initially for six months, renewable dependent on the availability of funding and on the performance of the incumbent. Actual time requirement may vary from month to month depending on requirements of projects.
- Salary will be negotiated having regard to the requirements of the role.
- The preferred starting date is 1 February 2018.
- The project manager will be expected to work from his/her own home or business premises, and have own computer and telecommunications infrastructure.
- Candidates wishing to apply must provide:
    o A covering letter of maximum 2 pages including (i) details of their rationale for applying, (ii) how their experience lends itself to the role and stipulated requirements, and (iii) contact details of 3 suitable references.
    o An up to date CV of maximum 5 pages
    o Email the above to the General Manager at SARIMA at nelisha@sarima.co.za
    o Closing date for applications: **26 January 2018, at 16h00**
- Late applications will not be considered.
- Short listed candidates should avail themselves for interviews in Gauteng or virtually from 30 January 2018.

Enquiries: Please contact Ms Nelisha Naidoo: nelisha@sarima.co.za

SARIMA retains the right to decide against making an appointment should a suitable candidate not be identified. SARIMA will liaise with short-listed candidates only. Should you not hear back from SARIMA within 4 weeks of the closing date, please consider your application unsuccessful.