



SARIMA Secretariat
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Leadership in Research & Innovation Management

VACANCY: SARIMA SECRETARIAT: OFFICE MANAGER

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 to commercialization of research. The purpose of the Association is to promote and develop the institutional capabilities, as well as professionalise the disciplines of, research and innovation management, for the benefit of stakeholders in Southern Africa, and beyond.

SARIMA requires the services of a full-time Office Manager, to support the core operations and projects of SARIMA in terms of administrative and management functions as outlined below. The successful candidate will work from the SARIMA office in the Pretoria/Centurion area. The office is limited to core operational and project staff members, with some project staff members operating virtually across South Africa and other countries in SADC. The broader organisation is virtual, with the volunteer SARIMA Committee and SARIMA members operating across South Africa and other countries in SADC.

JOB SCOPE

Functions of the role include:

- 1) Preparation and reconciliation of operational budgets
- 2) Overall office management including:
 - a) Office rental and logistics.
 - b) Filing including inventory of hard copy filing system, as well as scanning and electronic repository of hard copy documents to electronic filing system, and keeping this up to date.
 - c) Providing relevant documentation and financial information in support of financial reporting to funders, audits, etc. so as to ensure efficient, query free audits.
- 3) Managing the procurement process including developing terms of reference, and identifying suitable service providers/suppliers; liaison with service providers/suppliers; making bookings; requesting and confirming accuracy of invoices so as to ensure optimal use of funds available, within the set budgets, policies and controls
- 4) Providing administrative support for payment processes, including:
 - a) Preparation of supporting documentation in conjunction with project managers' / team members, for payment processing.
 - b) Implementing financial control steps/functions, in conjunction with the bookkeeping service as well as project managers/other team members.
 - c) Allocation of costs to project cost centres.
 - d) Reconciliations in support of project managers'/team members.
- 5) Event management support including advertisement, logistics, etc.
- 6) Maintaining an up-to-date membership and stakeholder database, and coordinating membership renewals.
- 7) Organisation of SARIMA Committee meetings and providing administrative support to the Committee.
- 8) Website maintenance as required.
- 9) Other duties as required within the broad scope of the administrative role defined above.

The Office Manager will report to the General Manager of SARIMA., but functions need to be performed in support of the President, Vice Presidents and other Committee members (who are all volunteers), project /operational team members, as well as a range of stakeholders. The Senior Administrator may not serve SARIMA in any other capacity (such as a Committee Member).

REQUIREMENTS

The successful candidate must have a minimum of 5 years' working experience in a similar function, as well as demonstrated attributes/skills relevant to the position including:

- be a self-starter, able to prioritise activities and pro-actively manage delivery on activities, whilst working in a team environment;
- have demonstrated experience in financial administration and managing financial information, within defined operational parameters and controls;
- be familiar and comfortable using electronic means of communicating and working with team members across many countries;
- have sound experience in office tools such as MSWord, MExcel, DropBox or similar cloud services, communication tools, etc., and the ability to identify and use new/improved tools as may be required;
- have demonstrated ability to multi-task;
- have demonstrated organisational skills and systems orientation, with attention to detail and the ability to identify and implement enhanced systems, processes / procedures to ensure an effective support function;
- have sound communication and writing skills, in English;
- be diplomatic; and
- have exposure in co-ordinating meetings and workshops with stakeholders at various levels.

DETAILS

- The position is a permanent position.
- Salary will be negotiated based on market related salary for similar roles in the non-profit sector.
- The starting date is negotiable but the position is required to be filled as soon as practical.
- The position will be based at the SARIMA Secretariat, with offices currently at the CSIR in Pretoria.
- Short listed candidates must avail themselves for interviews in Gauteng, or as agreed with SARIMA on shortlisting.
- Candidates must be South African citizens.
- Candidates wishing to apply must e-mail the following to the General Manager of SARIMA at nelisha@sarima.co.za:
 - A covering letter of a maximum of two pages including (i) their rationale for applying, (ii) how their experience lends itself to the role and its requirements, (iii) reasons for wishing to leave their current role, (iv) salary expectations, and (iv) contact details of three suitable references.
 - An up-to-date CV of a maximum of five pages
- SARIMA retains the right to postpone making an appointment and/or not make an appointment.
- 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.
- The closing date for applications is 2 November 2018.

Enquiries: Ms Nelisha Naidoo, nelisha@sarima.co.za