



## **SAMRC- Grants, Innovation and Product Development (GIPD) Division (BASED: CAPE TOWN)**

The South African Medical Research Council (SAMRC) strives to improve the nation's health and quality of life by funding and conducting relevant and leading health research. It further aims to promote equity, career development and progression. The organisation prides itself on three core values: being pioneering, striving for excellence and working collaboratively.

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### **CHIEF ADMINISTRATOR: PRECISION MEDICINE**

#### **Two year contract**

GIPD is a division of the SAMRC and is tasked to set up the SAMRC Genomics Centre which is an anchor to the Precision Medicine Program. The mandate of the newly formed Centre is to help develop the SAMRC Precision Medicine program for South Africa by operationalizing the first high throughput sequencing Centre and proposing innovative research projects, managing SAMRC funding streams, managing external grants, and other key SAMRC initiatives to build precision medicine. The incumbent is responsible for the administration and management of key processes/systems/procurement for the Precision medicine program and the SAMRC Genomics Centre and reports to the Program Manager (Precision Medicine).

The position of Chief Officer (s)/Office Manager is essential to manage and coordinate administrative and financial aspects of the operations of the Centre and innovative research projects under the precision medicine program.

#### **Core Requirements:**

- 3 year National Higher Diploma/National First Degree in a relevant discipline OR a verified/certified alternative equivalent with the equivalent credits of a National Qualification + specialized or management certificate of competence.
- 2 years demonstrated administration experience in a service or research laboratory environment

- Familiarity with the Public Financial Management Act and government procurement environment
- Competency in Microsoft Office Suite

**Advantageous:**

- 3 years Bachelors Degree: in Business Administration or public administration
- Financial management skills

A salary in the region of R361 043 per annum, cost-to-company.

GIPD is specifically seeking an individual with proven office and laboratory administration experience.

Please go to the following Web Site to complete an online application

<https://forms.gle/VpWctLTEuxQJurLGA>

Closing date: 24 May 2019

**PLEASE QUOTE THE REFERENCE NUMBER (R257A) IN ALL COMMUNICATIONS. PLEASE BE ADVISED THAT YOUR SUBMISSION WILL NOT BE CONSIDERED SHOULD YOUR APPLICATION NOT BE ACCOMPANIED BY THE REQUIRED INFORMATION AND DOCUMENTATION.**

The SAMRC retains the right not to make an appointment. In accordance with the SAMRC's Employment Equity Plan, preference will be given to suitably qualified candidates from the designated groups. For this reason, we require race, gender and disability status to be specified. Disabled persons are encouraged to apply