



SARIMA Secretariat
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Leadership in Research & Innovation Management

VACANCY PROJECT MANAGER

Applications Close 14 June 2019

BACKGROUND

The purpose of SARIMA is to promote research and innovation management for the benefit of Southern African institutional, national, and regional stakeholders. It achieves this by bringing together research and innovation managers from across Southern Africa to share best practices, build institutional and individual capabilities, and provide for professional status for individuals in these important disciplines. SARIMA a not-for-profit association, led by a Committee of volunteers, elected by the members, together with the General Manager, who heads up the Project and Operations team, based in Pretoria, South Africa.

SARIMA undertakes a range of projects, funded by national governments, local & international donor/grant funding organisations, etc, so as to promote its objectives and serve the needs of its members, partners and stakeholders. The projects range across the Research Management (RM), Africa Engagement (AE) as well as Innovation and Technology Transfer (I&TT) portfolios. Within this context, SARIMA requires the services of a full-time Project Manager to manage, facilitate and implement various activities, projects and programmes for SARIMA.

JOB SCOPE

The Project Manager's duties will include:

- Coordination and management of projects and programmes;
- Managing and monitoring project and programme budgets in conjunction with the Project Leader and Operations Team, utilizing sound project management methodologies;
- Implementing and monitoring the activities and outcomes of projects/initiatives/programmes, and compiling appropriate and accurate technical and financial progress reports to funders or other stakeholders;
- Assisting with, and/or coordinating the development of training material, organising and facilitating customized training courses, workshops and surveys for various stakeholders;

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- Coordination of consultation meetings, workshops and learning opportunities with stakeholders and organizations in Africa that are involved in specific projects;
 - Identification and initiation of new projects in support of SARIMA's strategic plans;
 - Participation in drafting funding proposals and budgets for potential new projects, in consultation with the Operations Team and Committee;
 - Liaising with strategic partners and assisting with leveraging collaborations in conjunction with relevant SARIMA Committee members;
 - Providing effective knowledge and information management, as well as professional support to the Committee and portfolios;
 - Supporting effective promotion of SARIMA's projects and activities as well as networking, including:- Updating relevant sections of the SARIMA website; as well as providing suitable content for newsletters, social media platforms, etc.; and
 - Other activities as required by SARIMA, related to the role.

The Project Manager RM will report to the General Manager of SARIMA, and where applicable, to the relevant project leader(s), as designated by the President of SARIMA. The functions of the Project Manager need to be performed in close conjunction with other Project Team members, Vice Presidents of relevant portfolios, the broader SARIMA Committee and SARIMA staff. The Project Manager may not serve SARIMA in any other capacity (such as a Member of the Committee).

REQUIREMENTS

Qualifications & Work Experience:

The successful candidate must have :

- An under-graduate degree
- have at least 5 years' post qualification working experience, of which at least 2 years were in a project management role.

Furthermore, a project management qualification/certificate will be an advantage.

Specific Skill Sets and Attributes:

The candidate must:

- Have excellent communication, writing and formulation skills;
- Be highly proficient in both spoken and written English;
- Be able to prepare and reconcile budgets and understand budget assumptions

- Have experience working in complex projects, preferably within an institutional/programmatic environment.

The ideal candidate will also have demonstrated ability to:

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- manage projects and resources and ensure that projects are delivered on brief, on budget and on time;
 - gather, collate and analyse data and compile satisfactory reports;
 - liaise with stakeholders at various levels;
 - be self motivated and work effectively in a team and multi-cultural environment;
 - take the initiative and be diplomatic;
 - multi-task, organize, and be detail-oriented.

POSITION DETAILS

- The position is a full-time two-year fixed duration position, subject to the availability of funding.
- Salary is negotiable, basis not-for-profit salary benchmarks for the role.
- The starting date is negotiable, however the preference is for the successful candidate to start 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 Africa, valid until 2022.
- 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) current salary and 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 : nelisha@sarima.co.za. Kindly indicate the following in the subject line: "Application for position of PM" – followed by your name and surname
- SARIMA reserves the right not to:
 - consider applications that do not meet the above requirements, or that are submitted late;
 - make an appointment, should a suitable candidate not be identified.
- The closing date for applications is 14 June 2019.
- 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.

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