



SARIMA Secretariat  
PostNet Suite 310  
Private Bag X25  
Lynnwood Ridge 0040  
Tel: 00 27 (0) 12 841 3329  
Fax: 00 27 (0) 866 303 336  
[www.sarima.co.za](http://www.sarima.co.za)

***Leadership in Research & Innovation Management***

---

**VACANCY**

**PROJECT MANAGER: RESEARCH MANAGEMENT**

**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 membership, together with the General Manager, who heads up the Project and Operations team based in Pretoria, South Africa.

Research Management (RM) is one of strategic focus areas for SARIMA and numerous activities and projects are undertaken by the RM portfolio. This is done in close co-operation with other portfolios of the organization, being the 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: Research Management to manage, facilitate and implement RM activities, projects and programmes for SARIMA.

**JOB SCOPE**

The Project Manager - 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 Project Leader and Operations Team, utilizing sound project management methodologies;

- 
- Implementing and monitoring the activities and outcomes of RM programmes as well as other selected initiatives, and compiling appropriate and accurate technical and financial progress reports to funders or other stakeholders;
  - Assisting with, and/or co-ordinating the 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 projects;
  - Identification and initiation of new RM 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 support to the Committee about selected project initiatives;
  - Development of information resources on RM for the AE and RM Portfolios;
  - Supporting effective promotion of SARIMA's projects and activities as well as networking, including:- Updating relevant sections of the SARIMA website; Providing suitable content for newsletters, social media platforms, etc.;
  - Providing professional support to the SARIMA Committee and Portfolios; 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, the relevant project leader, as designated by the President of SARIMA. The functions of the Project Manager: RM 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 RM may not serve SARIMA in any other capacity (such as a Member of the Committee).

## **REQUIREMENTS**

### Qualifications & Work Experience:

The successful candidate must as a minimum have:

- a post-graduate degree
- at least 5 years' post qualification working experience, of which at least 2 years were in a research management, and 2 years in a project management, environment.

### Sector and Technical Experience:

---

The candidate must:

- Appreciate and understand the higher education, national systems of innovation (NSI) and funding environments within an African context;
- Be able to travel /internationally as projects may require;
- Have excellent communication, writing and formulation skills;
- Be able to prepare and reconcile budgets and understand budget assumptions
- Be highly proficient in both spoken and written English;
- The following will be considered an advantage:
  - International work experience, especially within Africa; and/or
  - Ability to communicate in French or Portuguese; and/or
  - 8 years work experience; and/or
  - Experience in managing complex projects in an RM role.

#### Abilities and Attributes:

The ideal candidate will also have demonstrated ability to:

- 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 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-RM” – 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.
- 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 14 June 2019.

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