



SARIMA Secretariat
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Leadership in Research & Innovation Management

VACANCY RESEARCH MANAGEMENT SPECIALIST (PART TIME)

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.

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 part-time Specialist in Research Management to provide RM specific inputs, and support in RM related activities, projects and programmes.

JOB SCOPE

The RM Specialist will provide input and support where RM specific inputs are required, beyond SARIMA's existing capacity. This could include:

- Providing RM specific content and inputs to work undertaken with the International Professional Recognition Council (IPRC), and the associated implementation of the RM professional recognition programme of SARIMA;
- Reviewing RM specific reports, concept papers and/or assignments from workshops;
- Assisting with the development of, and/or reviewing, RM training material;
- Providing input to funding proposals for potential new RM focused projects;

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- Liaising with strategic partners and assisting with leveraging collaborations in conjunction with relevant SARIMA Committee members and General Manager;
 - Development of information resources on RM;
 - Supporting effective promotion of SARIMA's projects and activities; and
 - Other activities as required by SARIMA, related to the role.

The RM Specialist 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 RM Specialist need to be performed in close conjunction with Project Team members on RM related projects, Vice Presidents of relevant portfolios, the broader SARIMA Committee and SARIMA staff. The Research Management Specialist may not serve SARIMA in any other capacity (such as a Member of the Committee).

REQUIREMENTS

Qualifications & Work Experience:

The successful candidate must have:

- a post-graduate degree
- at least 8 years' post qualification working experience in a research 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;
- Have excellent communication, writing and formulation skills;
- 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
 - 10 years work experience; and/or
 - Experience in managing complex research projects.

Abilities and Attributes:

The ideal candidate will also have demonstrated ability to:

- manage projects and resources and ensure that activities/inputs are delivered on brief, on budget and on time;
- gather, collate and analyse data and compile suitable reports/concept papers, etc;

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- 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 part time position, requiring 30-50 hours per month, for a 6 to 12 month period, funding permitting.
- Remuneration 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 successful candidate can work remotely/virtually, however must be available for occasional face-to-face meetings at the SARIMA Secretariat 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) remuneration/hourly rate 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 RM Specialist” – 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 .