

## Advertisement

### Project Administrator and Research assistant

The Academy of Science of South Africa (ASSAf) is an independent statutory body of eminent South African scholars and scientists. It was established in terms of an Act of Parliament. Its primary objectives are to generate evidence-based science advice for government and to promote public interest in and awareness of science.

The Academy seeks to appoint a Project Administrator and Research assistant in the Liaison Program. The ideal candidate will be required to service the academy by specifically providing support to the IDRC funded project *Eliminating Barriers to Women's Participation in Science: A Study of the African Research Universities Alliance* under the guidance of the Project Leader. The incumbent will provide support in project administration, research, managing travel logistics, data management and social media.

Key responsibilities include *inter alia*:

#### Project Administration

- Prepare documentation and participate in monthly project meetings
- Manage and respond to correspondence from stakeholders related to the project
- Organise meetings with the project team, universities in the study and any other stakeholders
- Take minutes of meetings and follow up action items with responsible persons
- Liaise with the universities in the study for information
- Collate information for progress reports compilation
- Draft presentations for the principal researchers to engage with stakeholders
- Keep a record of expenditure items
- Review project ledgers in comparison with project expenditure
- Draft articles for the ASSAf newsletter
- Undertake logistical arrangements for meetings and travel (e.g., flights, accommodation, catering, shuttles and venue) and procure other relevant services
- Schedule meetings for the project team
- Facilitate payment of internal and external claims to finance department

#### Research Support

- Undertake desktop research and compile draft literature reviews
- Assist principal researchers in data collection and transcription
- Contribute to project reports and publications
- Scan publications to identify initiatives or information related to the project.

#### Social media management:

- Generate content for social media updates on ASSAf social media platforms

#### Data Management:

- Catalogue the project's documentation (contracts, key letters, Standard Operating Plans, working papers and other reference material) on the organization's server
- Initiate and maintain a database of all project contacts

#### General duties:

- Maintain ASSAf branding and standards through all partnerships in meetings and documentation.
- Undertake any other duties as directed by the Project Leader and as relevant to the mandate of the Academy

Minimum educational qualification requirements for the position is a B-Degree in administration, project management or a related field.

Other experience required:

- Minimum of three years' experience in programme and project administration
- Demonstrated experience in providing research support in projects
- Demonstrated experience in drafting concept notes and drafting proposals
- Competency in data handling and filing
- Experience in managing social media in a professional capacity preferable.
- High level of proficiency in computer programs (MS Word, Power Point, Excel)
- Excellent written and verbal communication skills in English

**This position is a 12 month fixed term agreement position, with a possibility of extension contingent to the progress of the project.** The remuneration package for this position will be commensurate with experience and qualifications.

To apply, please submit a letter of application, a CV and the contact details of three referees to Miss Kelebogile Seotloe at [kelebogile@assaf.org.za](mailto:kelebogile@assaf.org.za) by the due date of **18 February 2022**. Only applications from candidates who meet the minimum qualifications will be considered.

**Correspondence will only be entered with candidates who have been short listed.**