

**University of South Africa
College of Graduate Studies
School of Transdisciplinary Institutes
Institute for Social and Health Sciences**

**Programme Administrator
Lenasia, Johannesburg office
(Two Year Fixed-term Contract Appointment)**

The purpose of the job is to assist the academic and support staff with professional programme administrative support to ensure the smooth functioning/operation of this Research Institute and its multiple collaborators in achieving set objectives.

Responsibilities

The incumbent will be required to:

- Provide overall administration on the Institutes' intervention projects and related research, including implementation plans and protocols;
- Co-ordinate progress, annual and budget reports and partnership agreements
- Identify funding opportunities and provide administrative support on funding applications
- Liaise with donors and support stakeholder relations
- Manage and maintain the Institute's resource library
- Create and maintain an accurate records and filing system
- Manage and capture the Institute's publications
- Administer risk management protocols
- Drive and handle all the Institute's public communication strategy, including its presence on the web and on social media
- Assist the Office Manager, directorate and support team on relevant project and administrative matters

Requirements

The candidate will require:

- A post graduate / 4 year tertiary qualification in the social, health promotion or business/administration sciences, although a Masters would be advantageous
- Sound interpersonal skills
- The ability to liaise with a range of stakeholders, including a diverse research and administrative support team
- Good writing competencies to produce reports and official correspondence
- 2-3 years proven experience in large-scale programme administration and management
- A driver's license and own motor vehicle
- Flexibility to travel, especially between the Institute's Johannesburg and Cape Town offices
- Experience in layout and design of reports and publications

- Proficiency in English (verbal and written)
- Ability to work under pressure and attention to detail
- Ability to work independently and accurately
- Experience and competencies in software and web management

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the seniority of the position

Closing date: 30 April 2018

Applicants are required to submit: 1) comprehensive CV; 2) certified copies of qualifications; and 3) contact details of three contactable references.

Enquiries and applications: Mrs Mildred Dreyer at dreyema@unisa.ac.za