

DEPARTMENT OF SCIENCE AND TECHNOLOGY

The Department of Science and Technology is an affirmative action employer and coloured people, white females and people with disabilities are encouraged to apply for this post.



- APPLICATIONS** : You can also post your Z83, CV and application letter to the Acting Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver them to the Department at Building 53, CSIR Campus, Meiring Naudé Road, Brummeria.
- CLOSING DATE** : 26 May 2017
- NOTE** : Applications must be accompanied by a signed Z83 form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. Confirmation of permanent appointment will be subject to the applicant passing a security check and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to appoint anyone to the above posts, and to withdraw them, re-advertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery.

OTHER POST

- POST 19/43** : **ADMINISTRATIVE OFFICER: AFRICA MULTILATERAL COOPERATION**
(One-Year Contract)
- SALARY** : R310 457. 07 per annum (including 37% in lieu of service benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A national diploma/bachelor's degree (minimum NQF level 6) in international relations or project management. One year of working experience in an international relations environment. A basic understanding of international relations, including South Africa and Africa's position in the global political economy, and European Union-Africa geopolitical dynamics; South Africa's national system of innovation; and science, technology and innovation (STI) and their impact on development. Basic knowledge of the Public Finance Management Act. Strong administrative and organisational skills. Excellent computer, time management and communication skills (written and spoken). Intermediate project management and good research skills. Ability to be proactive and take initiative; to work with people of diverse cultures; to work under pressure; and to work as part of a team. Willingness to learn.
- DUTIES** : Provide content and research support towards the implementation of activities and deliverables for CAAST-Net Plus, the Research and Innovation Network for Europe and Africa (RINEA), and the EU-Africa High Level Policy Dialogue on STI (HLPD). Provide support in monitoring the expenditure of project funds. Monitor the implementation of project deliverables and activities related to CAAST-Net Plus, RINEA and HLPD. Project administration towards the implementation of deliverables. Coordinate logistics.
- ENQUIRIES** : Ms Tshiamo Letswalo, Tel no (012) 843 6675.