

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

Operations Coordinator

About the job:

The CSIR has a vacancy for an **Operations Coordinator** in the Group Executive: Operations office. The incumbent will provide document and process coordination support to the CSIR Operations function including serving as the **secretariat for the CSIR Executive Committee (ExCo)**. This position is based in Pretoria.

The position demands a dynamic and highly organised individual who will contribute to the efficiency and effectiveness of the Operations Portfolio and the functioning of ExCo.

Key responsibilities:

- Develop reporting templates and standards;
- Perform data analysis as required;
- Liaise with Executive Committee and Executive Directors about agenda items;
- Schedule and prepare agendas for meetings;
- Co-ordinate and align submissions for meetings with the corporate planning cycle;
- Ensure timely preparation and dissemination of documentation;
- Prepare accurate and succinct minutes of meetings;
- Engage Group Executives and others to ensure that matters arising are closed out and report back to the meeting;
- Maintain a record of all Executive Committee decisions;
- Ensure proper document management and record keeping;
- Ensure efficient review and approval of contracts with clients and suppliers that require Board, Executive or Group Executive Operations approval;
- Provide accurate reporting on behalf of the Operations Office for decision making purposes;
- Support to the Operations Office on requests that ensure the operational efficiency of the group.

Qualifications, skills and experience:

- A Bachelor's degree or equivalent in project management, office administration or related with at least five years' experience in a role requiring high level project coordination;
- Experience working with external and internal stakeholders at senior level;
- Experience in e-Procure, GroupWise, Workflow and PeopleSoft Systems;
- Dynamic and pro-active approach;
- Highly organised and meticulous;
- Maturity to handle confidential information;
- Ability to work with senior management;

- In-depth knowledge of the organisation;
- Assertiveness, self-driven and motivated;
- Understanding of the impact of statutory / legal obligations and government legal requirements;
- In-depth knowledge of MS Office;
- Excellent writing skills;
- Good communication skills;
- Attention to detail and accuracy;
- High efficiency and professionalism;
- Ability to maintain the highest level of confidentiality at all times;
- Strong initiative and self-direction.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number in the subject line, **(eg. John Smith: Operations Coordinator: Reference No: 308057)**

Closing date: 31 May 2017

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more information, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***