

## 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 Manager

#### About the job:

The CSIR has a vacancy for an **Operations Manager** in the Technology for Special Operations (TSO) competency area within the Defence, Peace, Safety and Security (DPSS) unit. The purpose of this role is to ensure the smooth day to day operations of the TSO competency area thereby ensuring it's functioning in an integrated, effective and efficient way to deliver against its objectives and performance targets. This position is based in Pretoria.

#### Key responsibilities:

- Develop and implement competency area (CA) strategies, business plans, quality procedures and processes in collaboration with the Competency Area Manager and CA management team.
- Translate unit and CA strategies to effective and efficient strategic and operational plans;
- Provide effective and efficient business support to the Competency Area Manager, Area Managers as well as Contract Research Development Managers/Leaders;
- Coordinate support for strategic projects within the CA to ensure delivery on time, budget and quality;
- Take responsibility for all CA operations and performance enhancement programmes and processes;
- Develop, enhance and strengthen stakeholder relationships and ensure the successful continuance of business operations;
- Track achievement of short-term and long-term CA operational and strategic performance goals;
- Monitor unit performance against strategy and operational targets and KPIs through accountability for monitoring and evaluation, service delivery and CA functioning;
- Develop, implement and monitor quality management processes, systems and practices for the CA;
- Collect, consolidate and prepare operational plans, quarterly reports and business plans from business areas and submit timeously to the Competency Area Manager;
- Work with the CSIR Audit team to develop, implement and monitor a CA risk management plan and manage the development of risk plans for technology areas;
- Create and harness a working environment that encourages team work, energy and creativity;
- Oversee Parliamentary Grant (PG) management process icw the DPSS SRM as well as CA PG Practitioner and ensure that the CA meets requirements and submit reports as per requirements;
- Oversee the formulation and implementation of the annual HR management processes within the CA (i.e. CSIR/DPSS process related to HR pipeline development, recruitment, performance management, promotion, rewards and recognition, CA Work Force Skills Plan, etc.);

- Represent the CA in relevant structures as required at unit and CSIR organisational level.
- Ensure implementation of and adherence to SHEQ practices and policies throughout the CA (Pretoria, Stellenbosch and Langebaan) and where field work is done;
- Oversee and coordinate strategic procurement as well as ICT support services to CA technology areas icw the CSIR/DPSS shared services capabilities. This includes the management of supply/support and stores systems according to ARMSCOR regulations
- Oversee the implementation of the CA configuration management system in accordance with ARMSCOR regulations;
- Oversee and coordinate all the CA top secret security management processes and compliance reporting according to the ARMSCOR and SSA security policies/requirements.
- Manage and coordinate the CA Intellectual Property initiatives including invention disclosures, patent registrations, licencing agreements, technology demonstrator and package registration as well as IP income streams;
- Oversee and coordinate the CA participation in CSIR/DPSS strategies to enhance defence and security industrialisation, SMME development and the PLM implementation

## Qualifications, Skills and Experience

- A Master's degree in science/engineering or management with at least ten years business operations management in organisational processes within a Researcher and Development environment or medium-size organisation;
- Experience in setting and tracking business goals;
- Experience in interpreting and translating business strategy into long-term planning and KPI setting as well as monitoring of KPI achievements;
- Proven financial, people, quality compliance and business management acumen;
- Proven strategic stakeholder relations and business development acumen;
- Extensive business report writing skills;
- Proven personal and organisational security management; All applications must be accompanied by the following documents:
  - Drivers Licence;
  - CV;
  - Copies of qualifications.

**South African citizenship, obtaining a top secret security clearance as well as a valid passport is required for this position.**

Should you meet the above requirements, please email your CV to [jobapplications@csir.co.za](mailto:jobapplications@csir.co.za) with your name and surname, position title and reference number in the subject line, **(e.g. John Smith: Operations Manager: Ref No: 308089)**

**Closing date: 12 June 2017**

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

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at [Recruitmentinfo@csir.co.za](mailto: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.*