



Vacancy Announcements

The Southern African Network for Biosciences has vacancies for a **Network Programme Assistant** who should be able to contribute to the SANBio's success by rendering technical back-stopping to regional projects in biosciences.

SANBio is one of the four regional biosciences networks initiatives established under the auspices of NEPAD Office of Science & Technology. It builds on the intersection between the two NEPAD priorities of improving African capacity in science and technology and improving agricultural productivity. Its objective is to promote development and sharing of bioscience facilities, in partnership with the NEPAD Secretariat, which assembles African and international expertise, builds capacity for required research on biosciences, and addresses priority agriculture and agricultural-related environment and health problems of Africa. The network covers 12 countries in Southern Africa, namely Angola, Botswana, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Zambia and Zimbabwe. SANBio consists of a secretariat and Hub located at the CSIR in Pretoria, South Africa, regional nodes, and other laboratories distributed throughout Southern Africa for the conduct of research on priority issues affecting Africa's development.

Network Programme Assistant

The person appointed to this position will report to the Network Director and will be responsible for the successful implementation of various initiatives under the SANBio Network.

Responsibilities and Duties include the following but not limited to:

- Assist the Network Director to administer the Network Programmes including BioFISA.
- Work closely with hub, nodes, other participating institutions and assisting them to organise regional activities such as training courses, meetings and public awareness.
- Assist in organising regional SANBio planning meetings and conferences.
- Produce Newsletters and be responsible for development updating of SANBio website.
- Assist the ND in reinforcing ownership of SANBio among member states in Southern Africa and articulating the type of memorandum with the nodes and other participating institutions.
- Organise meetings and on-going communication with the SANBio Steering Committee and other committees and prepare the documents for these meetings.

- Assist the ND in developing policy and organizational needs of the network to strengthen the relationships amongst the nodes, hub and other participating institutions.
- Assist the ND identifying and documenting for the Steering Committee and Secretariat action resolutions on strategic implementation issues, including resource mobilization and communication strategies.
- Prepare background papers on governance related matters for the SANBio Steering Committee and its subsidiary committees.
- Establish working links with the coordinate activities with other biosciences networks.
- Perform a variety of network management tasks as may be delegated.

Qualifications and Experience

- PhD or MSc Degrees in Natural Sciences with working knowledge in financial management.
- Excellent verbal and written communication skills
- A record of demonstrated research accomplishment and publications.
- Substantial and broad knowledge in the SANBio subjects (biotechnology, biodiversity and Indigenous Knowledge technology and biotechnology).
- Good leadership abilities, ability to work in a proactive manner and interpersonal skills.
- Have a skill to organize, lead and motivate a team in order to meet individual and work group goals
- Have excellent networking skills in order to establish and maintain business contacts with internal and external stakeholders and clients
- Innovative and creative in setting goals and solving problems
- At least five years previous experience with research and network programmes management and implementation with particular focus in Africa.

Management skills

- Manage resources efficiently in a project driven environment
- Manage the impact of actions and decisions beyond immediate domain in the Unit
- Effectively manage projects and people

Other Attributes

- Be able to work across organization boundaries and contribute effectively to the Network
- Existing network of appropriate contact within government and industry will be an added advantage
- Be able to work effectively under pressure

Terms of Employment

The position will be based at the SANBio Secretariat located at the CSIR in Pretoria, South Africa. There will be a requirement to travel to other locations both within and outside the SADC region. The salary package will be at a competitive rate, commensurate with experience. The initial appointment period will be for two years, with the possibility of renewal subject to performance assessments and funding.

Should you meet the above requirements, please go to the URL indicated below in order to apply; select the position reference number JR 3466; complete the application form and attach your CV: www.csir.co.za.php

The Closing date for applications has been extended from 08 June to 19 June 2009.

Should you experience any problems in submitting your application, please contact the CSIR Recruitment Centre. Recruitmentqueries@csir.co.za. Please **do not** submit your application to this mailbox.

The CSIR gives preference to candidates who meet the job requirements and who will add to the cultural and gender diversity of the organisation. 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 the SAP (in relation to positions that require trust and honesty and/or entails the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history.