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NEPAD Southern Africa Network for
Biosciences, CSIR Building 20,
Meiring Naude Road,
P. O. Box 395, Lynwood, 0001
Pretoria, South Africa

4th November, 2008

CAREER OPPORTUNITY

Job Title: Personal Assistant to the Network Director

Background

The NEPAD/Africa Biosciences Initiative is being implemented through regional networks of laboratories and technoparks that are involved in carrying out cutting edge research and development and transferring biosciences technologies. A regional network approach has been adopted whereby institutions will make their resources available to address common problems that impinge on the region in the areas of human health, crop and livestock production, environmental management, and bio-prospecting, etc.

Four regional networks have been established throughout the continent with the Southern Africa Network for Biosciences (SANBio) covering southern African countries, Biosciences East and Central Africa (BECA) covering countries in east and central Africa, the West Africa Biosciences Network (WABNet) covering ECOWAS countries and the North Africa Biosciences Network (NABNet) for six countries in North Africa. A network is comprised of a hub and nodes spread throughout the region. The hub is an institution that is involved in cutting edge research and has critical mass of expertise that is actively involved in research and development while nodes are institutions that are also actively involved in research and have expertise that provides unique skills and research facilities to complement the capacity of the hub. This arrangement allows institutions in the region to address problems that require a pool of human, physical and financial resources.

The Southern African hub is hosted by the Council for Scientific and Industrial Research (CSIR) of South Africa and nodes are being identified in the 12 participating countries namely: Angola, Botswana, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Zambia and Zimbabwe. The network is governed by a Regional Steering Committee with a Secretariat at the CSIR in South Africa that carries out the day-to-day management of the network. The Secretariat is managed by a Network Director.

SANBio is urgently looking for a suitable candidate to occupy the position of Personal Assistant to the Network Director. This is a Management Secretary position and only candidates with relevant qualifications should apply.

Qualifications

The candidate should have a Bachelor's degree in business administration or equivalent with strong computer literacy (e.g. MS Word, Power point, Excel and internet familiarity) and public relations skills or a national diploma with relevant experience.

Secretarial Duties

- Type confidential, complex scientific/technical reports, project proposals, process descriptions, minutes of meetings, visit reports, letters, memos and various other correspondences.
- Receives and screens calls for the Director when required.
- Receives and attends to visitors in a hospitable and professional manner.
- Maintains the Director's diary, ensures correlation of entries in the diary with appointments, sets up meetings, appointments and venues.
- General **administrative duties** such as:
 - Coordinates travel arrangements and itinerary plans
 - Arranges functions
 - Controls car hire arrangements
 - Orders and maintains a stock of all stationery requirements for the group.
 - Receives and transmits faxes and letters
 - Ensures maintenance, servicing and repair of all office equipment.
 - Operates an efficient filing and follow-up system, for all records

Remuneration

The remuneration level for this position is negotiable depending upon qualifications and experience.

Special competencies and personal qualities

- Excellent communication and interpersonal skills;
- Excellent organization and office management skills;
- Reliability, accuracy and commitment in the work environment;
- high level of initiative;
- Ability to function effectively under pressure

Duration

The successful candidate will be offered a 12 months contract subject to renewal based on performance assessment by the Network Director.

Should you meet the above requirements and wish to contribute to the success of the Network through this position, please submit your CV for the attention of: Prof. Luke Mumba at e-mail address: LMumba@sanbio.co.za

Closing date: 25 November, 2008

By applying for this position at the CSIR/SANBio, 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 entails the handing of cash or finances) and may also verify the applicant's educational qualifications and employment history.

PLEASE NOTE THAT CORRESPONDENCE WILL BE ENTERED INTO WITH SHORT-LISTED CANDIDATES ONLY.