

PART-TIME COORDINATOR: NMMU SUSTAINABILITY RESEARCH UNIT

The Nelson Mandela Metropolitan University's Sustainability Research Unit (www.nmmu.ac.za/sru) has a contract position available for a part-time coordinator. The post is renewable subject to performance. This is a 25 hour / week position with opportunities for additional hourly remuneration at NMMU rates, should the agreed hours/week be exceeded over a 30 day period.

The remuneration is in the range R 7500 – R 8000 per month (5/8 of a full salary) (depending on experience) with annual increments as determined by NMMU Council. The standard NMMU conditions of employment for similar positions apply.

Duties:

1. Provide support to the head and deputy head of the Sustainability Research Unit in their management tasks
2. Be the first point of contact for inquiries from funders, the public, students and NMMU colleagues
3. Keep track of income and expenses in the various SRU accounts, using NMMU's ITS financial software
4. Administrative and financial reporting to funders and internal management structures
5. Be a 'go-to' person for students, staff and research associates of the Sustainability Research Unit, particularly with regards to:
 - recording and processing of financial transactions on the NMMU ITS and liaising with staff in other divisions in that regard
 - processing payments for purchases, transport and accommodation claims
 - booking of venues for workshops and meetings
 - national and international travel arrangements
6. Provide secretarial support for meetings
7. Provide event management support for workshops, dialogues and community events
8. Maintain paper-less administrative systems and processes

Skills required:

- An aptitude for and experience with administration. A relevant post-school qualification will be an advantage.
- Competence with Microsoft Word, Excel, Power point and the internet.
- Knowledge of meeting procedures and documentation.
- A supportive attitude with a love of people.
- A willingness to learn and innovate.

Applicants should send a CV with contactable references and a covering letter to Professor Christo Fabricius, christo.fabricius@nmmu.ac.za, by 28 July 2017. Interviews will take place early August.