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The Water Research Commission (WRC) is a dynamic hub for water and sanitation knowledge, innovation and intellectual capital, providing leadership and the support research, development and innovation of water and sanitation solutions. It engages stakeholders and partners involving water and sanitation challenges and opportunities, which are crucial to South-Africa's sustainable development and economic growth, and is committed to promoting a better quality of life for all. The WRC is a schedule 3A public entity and adherence to required legislation is imperative to the organization's strategy and values. Applications are invited from suitably qualified, experienced individuals for the Pretoria-based position of:

[Operations Support Manager: CEO Office \(OSM\)](#)

The purpose of the Operations Support Manager: CEO Office, will be to provide support to the Chief Executive Officer and the WRC Executive Management team in order to ensure effective, efficient and accurate operations in the CEO's Office. You will report to the **Executive Manager: Corporate Services**.

You need to have a Diploma or Degree in a relevant field coupled with 5 years administration support experience at an Executive Level. A Post Graduate qualification will be an advantage. You need to have experience and diplomacy in dealing with highly sensitive, complex and confidential issues as well as have excellent communication and report writing skills. Experience in working directly with public sector officials is strongly recommended.

The **Operations Support Manager: CEO Office**, will be responsible for ensuring expert professional assistance and support to the CEO on a wide range of highly complex areas. He/she will lead and deliver on the CEO's Office's operation procedures and systems, in order to enable accurate performance measures and statutory management reporting. This will include coordinating the development of Executive and Board report contents and presentations on behalf of the CEO, drafting and coordinating all documentation for the WRC Board and Board Committees in consultation with the Head of Branches and in compliance with workplans. In addition, the incumbent will be required to provide a secretariat function to all Executive Forums and related committee meetings.

The appointment will be made in line with the WRC's employment equity plan and the WRC supports applications from individuals with a disability. A detailed CV with three references, **quoting clearly the reference as a subject matter** should be submitted to Human Resources, e-mail: hr@wrc.org.za No hand delivered applications will be accepted.

Closing date is **11 April 2019**. If you are not contacted by **31 May 2019** please consider your application as unsuccessful. *A Recognition of Prior Learning Assessment may be considered for applicants with suitable work experience.*

