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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:

### [Programme Administrator – Sanitation Unit \(Ref PA: SU\)](#)

#### [\(2 Year Contract\)](#)

This position calls for the services of a suitably qualified, well-motivated and results driven Programme Administrator: Sanitation Unit. The Programme Administrator will be responsible for providing a comprehensive, professional and responsive administrative service to the Water Research Commission's Sanitation Unit Office. He/she will form part of the Innovation and Impact Branch and will report to the **Programme Manager: Sanitation Unit**.

The ideal candidate must be in possession of a three-year qualification in Project Management or Science field or equivalent. An Honours qualification will be advantageous. Where candidates do not have the requisite three-year qualification, a competency certificate as an outcome of the Recognition of Prior Learning (RPL) process (at an NQF Level 6) confirmed by a registered RPL Practitioner may be submitted as proof of attained equivalence.

At least 1 – 3 years' experience in project coordination within a project/programme management environment assisting in the coordination of multiple projects is essential. Experience and knowledge of Microsoft Project or similar software is advantageous. A technical background in the water sector would be advantageous. Should have excellent writing and communication skills.

The Programme Administrator will be responsible for providing day-to-day administrative support to the Sanitation Unit. This will include coordinating project activities to ensure high-quality project delivery is accomplished, assisting in preparing detailed project plans, budgets, stakeholder reports as well as ensuring full office administration support to the Unit is provided. In addition, the successful candidate will assist in compiling, monitoring and evaluating project information and providing stakeholders with status update reports. The successful candidate will be required to provide marketing and communication support and partnership liaison support. Furthermore, they will also be required to pro-actively maintain the Sanitation Unit's document library, ensuring that all project documentation is maintained accurately for ease of reference.

The appointment will be made in line with the WRC's employment equity plan. 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](mailto:hr@wrc.org.za)



Closing date 3 September 2019. If you are not contacted by **2 October 2019** please consider your application as unsuccessful.