



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 Limpopo or Pretoria-based position of:

Programme Officer (REF:PO)

3 Year Contract

This is a new and exciting role of a Programme Officer in the Giyani Local Scale Climate Resilience Project. If you have extensive experience working in a project coordination/administration role, are detailed oriented and enjoy working in a team this could be the opportunity for you. The role will require regular travel to stakeholders and partners in Limpopo/Giyani if based in Pretoria.

Reporting to the **Programme Manager** in the Innovation and Impact Branch, the **Programme Officer** will be responsible for providing project support and coordination to the Unit. This will include coordinating project activities to ensure high-quality project delivery, assisting in preparing detailed project plans, budgets, stakeholder reports as well as ensuring full administration support to the Unit.

Applicants must be in possession of a relevant 3 year National Diploma or equivalent NQF level 6. At least 3 - 5 years experience in project coordination within a project/programme administration and coordination. Demonstrated experience in the water and/or environmental sector with benefit to rural communities. Experience and knowledge of Microsoft Project or similar software is required.

The appointment will be made in line with the WRC's employment equity plan and the WRC supports applications from individuals with a disability. To apply please submit your CV to Human Resources, via email to hr@wrc.org.za quoting clearly the reference number as a subject matter. Only CV's received via email will be considered. The closing date for all applications is 08 February 2022. Applicants who have not been contacted by 28 February 2022 should consider their application for this position as unsuccessful.

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