

23 April 2016

Vacancy: Project Administrator

The Research on Socioeconomic Policy Group (ReSEP) based in the Economics Department at Stellenbosch University has embarked on a 2.5 year research project focussing on exceptional township and rural primary schools in three provinces in South Africa. ReSEP plans to recruit a part-time administrative officer to assist with managing logistical and financial arrangements related to the project.

Position: Project Administrator (part-time)

Duration: 1 June 2016–31 May 2017 (with possibility of renewal for a 2nd year)

Location: Stellenbosch University

Salary: In line with University salary scales for an administrative officer (50% position), somewhat negotiable based on skills and qualifications.

Application deadline: 12 May 2016

Description:

The project that you will be working on is a relatively large mixed-methods research project based in the Research on Socioeconomic Policy (ReSEP) group at Stellenbosch University (www.resep.sun.ac.za). It includes in-depth qualitative interviews in 60 primary schools across the Western Cape, KwaZulu-Natal and Limpopo, as well as desk-based quantitative research. The main researchers on this project are Nicholas Spaul, Ursula Hoadley, Jaamia Galant, Nick Taylor, Gabrielle Wills and Servaas van der berg.

The ideal candidate should be an efficient and organised person with some experience in managing the administrative side of academic projects. They should be friendly and able to communicate well, as well as plan effectively and take initiative to solve problems as they arise. They should also be able to liaise with (1) the funders - DFID/ESRC, (2) Stellenbosch University finance and administration personnel, and (3) the 5 co-investigators as well as other researchers and field-workers. The job will include following up with government officials, managing flights and accommodation, planning reporting cycles, managing time-sheets, budgets and funding claims, proof-reading and printing questionnaires etc.

Given that the position is only part-time (50%), the candidate may be concurrently employed in other part-time work. Should you have additional research or other expertise, we may include you in this project (or other projects) as a research assistant – this would be additional to your administrative duties.

Minimum requirements: The prospective candidate must have an undergraduate degree (preference to those in Economics or Education) and have good administrative skills.

Application: If you are interested in applying for the position please send your CV and a covering letter to nicholasspaul@gmail.com by the 12th of May. In your covering letter please explain why you think you would be a good match for this position. In the subject line please include: "Application: ESRC."

The University reserves the right to investigate qualifications and conduct background checks on all candidates.

Should no feedback be received from the University within four weeks of the closing date, kindly accept that your application did not succeed.