



## ADVERTISEMENT

### **Project Coordinator: AMA**

Contract type: Permanent

Job Level: Skilled / Middle Management

Work Location: Johannesburg, Gauteng

The National Research Foundation (NRF) supports and promotes research and human capital development through funding, the provision of National Research Facilities and science outreach platforms and programmes to the broader community in all fields of science and technology, including natural sciences, engineering, social sciences and humanities.

The South African Radio Astronomy Observatory (SARAO) spearheads South Africa's activities in the Square Kilometre Array Radio Telescope, commonly known as the SKA, in engineering, science and construction. SARAO is a National Facility managed by the National Research Foundation and incorporates radio astronomy instruments and programmes such as the MeerKAT and KAT-7 telescopes in the Karoo, the Harbeesthoek Radio Astronomy Observatory (HartRAO) in Gauteng, the African Very Long Baseline Interferometry (AVN) programme in nine African countries as well as the associated human capital development and commercialisation endeavours.

To work as part of a team to coordinate the co-management activities undertaken between the Astronomy Management Authority (AMA) and the South African Radio Astronomy Observatory (SARAO) for the implementation of regulations for the protection of declared Astronomy Advantage Areas. To executing the project coordination at the Spectrum and Telecommunications department, and facilitate identified projects on a full time basis. This role also facilitates identified task between SARAO and the DSI for the Astronomy Management Authority.

#### **Key Responsibilities:**

- \* Successfully plan for projects by developing a project implementation plan, scope, schedule, resource plan, and defining team roles and responsibilities.
- \* Execute project work according to the approved SARAO project management process:
- \* Execute project work: in relation to Alternative Communications Systems, Spectrum Management Systems, Spectrum Monitoring Systems, and the Regulations for the protection of Karoo Astronomy Advantage Areas.
- \* Develop business plans and user requirement documents
- \* Manage project work and deliverables
- \* Manage project stakeholder engagement
- \* Manage risks and implement risk response activities
- \* Manage contractors with assistance from senior managers
- \* Control and Monitor project progress according to the SARAO project management process:
- \* Analyze and monitor project baselines
- \* Control stakeholder engagement
- \* Monitor and control project risks
- \* Close project – conduct lessons learned session and prepare project closure report

## Key Requirements:

### Qualification:

Degree in a relevant Engineering discipline

### Experience:

- \* 3+ years in Project Coordination role
- \* Hands-on experience with project planning tools (Primavera, MS Project)
- \* Experience in coordinating and implementing projects in accordance to project management processes.
- \* Be able to coordinate and manage stakeholders' expectations

### Knowledge:

- \* Knowledge of project management principles/standards
- \* Familiar with public finance procurement processes
- \* Good interpersonal and Client relations management skills
- \* Ability to pay attention to detail, follow directions and maintain a high level of accuracy
- \* Clerical function and configuration management
- \* Excellent communication and writing skills
- \* Good analytical and planning skills
- \* Efficiency under pressure and willingness to work outside normal hours if required

## Additional Notes:

- \* Qualification in Project Management will be an added advantage
- \* Strong decision-making
- \* Excellent communication – both verbal and written, in English
- \* Good analytical and planning skills
- \* Efficiency in a high-pressure environment
- \* Willingness to work outside normal hours
- \* Proactive
- \* Capable of dealing with uncertain environments and reducing uncertainty
- \* Problem solving
- \* No constraints on the ability to travel within South Africa and Internationally

## Information:

The website [www.nrf.ac.za](http://www.nrf.ac.za) provides more details on the NRF initiatives and activities.

## Applications:

Applicants should submit a comprehensive CV by logging to <https://ess.nrf.ac.za/Account/Recruitment> and apply online. Applications should be accompanied by a letter of motivation indicating the applicant's suitability for the position. The names and contact details of at least three referees should be provided.

## Closing Date: 30 December 2022

The NRF offers a challenging career and competitive remuneration package which is commensurate with qualifications and experience. The NRF is committed to employment equity and redress and the appointment to the position will be made in line with the NRF Employment Equity Plan.

The NRF reserves the right not to make an appointment.

Correspondence will be sent to short-listed candidates only