



#### **VISION**

##### **Shape and own the future**

To be a transforming, equitable, sustainable, and academically excellent University of Technology anchored in its communities.

#### **MISSION**

To offer technological, career-directed educational programmes focussing on the innovative problem-solving research and engage with government, business, industries and communities as end-users.

## **RESEARCH DIRECTORATE**

### **NATIONAL RESEARCH FOUNDATION AND PRE-GRANT ADMINISTRATOR-Ref: AR09 (THREE YEAR FIXED CONTRACT)**

#### **Key Performance Areas:**

- Identify research funding opportunities.
- Facilitate the internal research proposal review process.
- Facilitate the submission of national and international funding proposals.
- Manage calls for NRF grants.
- Management and reporting.

#### **Minimum Requirements:**

- A Degree or Advanced Diploma from an accredited institution of Higher education (NQF 7)
- At least 3 years' relevant experience in securing or administering research grants in the higher education environment or science council or funding agency.
- Experience in managing processes, workflows, and systems in a demanding environment.
- Ability to work with online research funding platforms e.g. NRF Connect

#### **Recommendations:**

- A Postgraduate Degree will be an advantage.
- Working knowledge of the higher education research environment will be an advantage.
- Working knowledge of the research funding landscape will be an advantage.

#### **Competencies:**

- Experience and ability to interact constructively with a wide range of people, both within and outside the University.
  - Excellent written and oral communication skills.
  - Ability to work independently and to manage and meet multiple priorities and deadlines within a complex and diverse environment.
  - Computer knowledge with proficiency and experience in Microsoft Word, Excel, PowerPoint, and Outlook.
  - Driver's license.
  - Experience in drafting correspondence.
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**Salary Scale:** R396 000.00 basic salary per annum.

**Benefits:** 13<sup>th</sup> cheque, housing subsidy, pension, group life, medical aid, and study grant.

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) an application form (downloadable from [www.mut.ac.za](http://www.mut.ac.za)); (c) a Curriculum Vitae; (d) certified copies of academic qualifications plus academic records, proof of professional registration with a relevant professional body where applicable and copy of a valid driver's license. **(Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa)**; and (e) names of three contactable referees to: Department of Human Resources and Development, via email: [hr@mut.ac.za](mailto:hr@mut.ac.za).

Enquiries: Tel: (031) 907 7328 / 7560 / 7565

**Closing Date: 16 August 2024**

**Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity targets including people with disabilities. In accordance with the Departmental Employment Equity targets, first preference will be given to African Female.**

**The University reserves the right NOT to make an appointment.**