

Vacancy Advertisement EXECUTIVE OFFICER

The Academy of Science of South Africa (ASSAf) is an independent, statutory body of eminent South African scholars and scientists. It was established in terms of an Act of Parliament. Its primary objective is to generate evidence-based solutions to the problems and challenges facing South African society.

ASSAf seeks to appoint an **Executive Officer** in its Pretoria office to service the Academy:

Minimum educational requirements:

PhD in an appropriate discipline.

Experience:

The position requires a senior person (who may or may not be a Member of ASSAf), who is well-versed in both academic matters and in policy development. A total of 20 years' professional work experience to include at least 15 years at a senior management and/or executive level in a university, research institution or similar organisation.

Skills and knowledge required:

- Research and scholarly writing;
- High level of written and oral communication in English;
- Revenue generation/Fund raising experience;
- Financial management;
- Effective networking;
- Change management and transformation;
- Strategic leadership;
- Corporate governance;
- Generous mentor and developer of people.

Duties and Responsibilities:

- Report to the Council, with full responsibility for organisational performance, effective management, stakeholder relations, human and financial resources and effective and efficient execution of the ASSAf Vision and Mission in accordance with statutory requirements and mandates;
- Develop and implement the long-term strategy of the organisation, including the annual performance plan and budget;
- Ensure that the organisation's vision and mission is accomplished;
- Ensure compliance with all statutory requirements as prescribed i.e: PFMA, Labour legislation etc.
- Manage and monitor the day-to-day business affairs of the Academy in line with its strategy;
- Ensure that the Academy has an effective management team and that appropriate succession planning is in place at all levels;
- Oversee the implementation of corporate policies;
- Manage stakeholder relationships including representation and participation of the Academy in relevant national and international fora;

- Create an organisational environment that promotes a positive image of the organisation, high staff morale and high-performance culture;
- Inform the Council and its committees on risks and challenges for decision-making purposes.

All candidates who comply with the requirements are invited to apply. The Academy reserves the right not to make an appointment to the post as advertised.

To apply, please submit a letter of application, a CV and the contact details of three referees, addressed to the President of ASSAf, Prof Jonathan Jansen, via email to Ms Lynette du Plessis at lynette@assaf.org.za by no later than 13 May 2018.

Correspondence will only be entered into with shortlisted candidates.