



## VACANCY

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**PERMANENT POSITION: RESEARCH ADMINISTRATOR  
REPORTING TO: EXECUTIVE MANAGER RESEARCH  
BASED IN: CAPE TOWN**

**SALARY LEVEL 8: R359 517,00 – R420 402,00 (TOTAL COST TO COMPANY PER ANNUM)  
PLUS BENEFITS (HOUSING, MEDICAL AND PENSION)**

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The Financial and Fiscal Commission (FFC) is a constitutional institution mandated by the Constitution of the Republic of South Africa, 1996. The FFC makes recommendations and give advice to the three spheres of Government on financial and fiscal matters.

The Commission requires the services of a Research Administrator. The primary purpose of the job is to provide administrative functions on research documents, templates, research reporting, including analytical and interpretive support to FFC's research output in delivering its mandate based on its Research Strategy. The incumbent will be required to perform effective and efficient administration in the Research Division; and assist the Executive Manager: Research in implementing operations within the Research Division.

### MINIMUM REQUIREMENTS

Minimum of a Degree in Economics, Econometrics, Law, Statistics, Commerce or Finance.

### EXPERIENCE

- Three years' experience in an administrative role.
- Knowledge of Public Administration.
- Knowledge of the budget process.
- Knowledge of research process.
- Excellent interpersonal and problem resolving skills.
- Computer literate.

### COMPETENCIES

- Public Administration
- Financial Management
- Communication
- Analytical Skills
- Teamwork
- Computer Literacy
- Ethics and Integrity
- Diversity and change management.

### KEY PERFORMANCE AREAS

- Administration.
  - Provide an effective and efficient administrative Administration support to the Executive Head: Research.
  - Assist with collating and compiling the research performance information for input onto the research Divisional report.
  - Develop the relevant templates and basic data models and process documents.
  - Manage research quality through document and presentation editing and formatting.
- Maintenance and Updating the Research database.
  - Manage the research data and research documents, including record keeping, filing, and archiving.

- Establish and maintain an accurate and updated filing / document management system for Research.
- Coordination of Research Reports and Papers
  - Collate information on policy research.
  - Coordinate reporting requirements from Research Managers.
  - Assist with proof reading, formatting and consolidation of Research reports, papers and submissions.
  - Project Management of research papers through proposals and drafts.
- Governance and Compliance
  - Ensure timeous distribution of governance and compliance matters to Research team, as directed by the Executive Head: Research.
  - Ensure that newly appointed Research Team members have copies of FFC Policies and Procedures.
  - Ensure that any failure to comply with legislation or corporate governance frameworks is brought immediately to the attention of the Executive Head: Research.

***If you wish to apply, please e-mail info@heitha.co.za. Applications must be accompanied by a curriculum vitae containing three contactable references, certified copies of qualifications not older than three months and certified copy of identity document. Please take note that qualifications and citizenship checks will be conducted on short-listed/recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback within 3 (three) months of the closing date, please regard your application as unsuccessful.***

***The FFC is an equal opportunity employer and is committed to the promotion of a representative workforce in terms of the relevant legislation. Preference will be given to previously disadvantaged Persons and Persons with disabilities.***

**Closing date for application: 20 March 2024. No late applications will be accepted.**