

Assistant Business Administrator

April 2017

The Centre for Proteomic and Genomic Research (CPGR) is seeking to fill an Assistant Business Administrator position to assist in all Management reporting and HR related functions. This job reports to the Portfolio Manager.

The individual will be expected to work in a highly self-sufficient manner while interacting with CPGR staff members and management in a professional and effective manner. The main goal will be to support the Portfolio Manager with all business and HR administration associated with the successful running of the organization.

This position is for an initial one year period, subject to renewal and situated in Cape Town, South Africa. Remuneration will be market-related.

Job duties include but are not limited to:

- **Monthly coalition of project metrics and deliverables:** timely request of information from Project and Platform Manager, reviewed and reported to management
- **Generation of monthly project dashboards:** Using CRM software, Microsoft Word templates and Microsoft Excel macros available, generate monthly project dashboards for quarterly and annual reports for board members and project funders
- **Contract Management:** Maintain a contract folder and contract calendar, highlighting stakeholders, deliverables and reporting deadlines
- **Management review reports:** Generate quarterly reports for Management reviews
- **Recruitment:** scheduling employee induction sessions; issuing all necessary intake documentation to new employees.
- **Terminations:** ensuring all termination documentation is completed and exit interviews conducted; ensuring all CPGR property such as laptops is returned by the employee and documented accordingly
- **Leave Administration:** ensuring all leave applications are signed and approved; submitting all approved leave applications to payroll for capturing
- **Performance Evaluations:** ensuring performance evaluations are scheduled in terms of the HR policy requirements; ensuring the performance evaluation results are accurately recorded and filed in the relevant employee file
- **Training:** ensuring a training plan for employees is compiled by relevant line management

Requirements:

- Degree/Diploma in HR/ business administration or related discipline or in-excess of 5 years in the relevant business area
- Self-motivated and proactive
- Strong organizational and time and management skills
- Discrete and strong work ethics
- Excellent English writing and communication skills
- Microsoft Office Skills

About the CPGR

The CPGR is a non-profit company based in Cape Town, South Africa, and based on an initiative by the Department of Science and Technology (DST), and financially supported by the Technology Innovation Agency (TIA), to boost the development of a bio-economy in South Africa. The CPGR combines state-of-the-art information rich genomic and proteomic ('omics') technologies with bio-

computational pipelines to create unique solutions in the human health and the agri-biotech sectors. The CPGR has adopted a certified ISO 9001:2008 quality management system and is a BEE Level 6 contributor to economic transformation in South Africa. Information about the CPGR can be obtained at www.cpgr.org.za and www.cpgr.org.za/blogspot

Procedure

Interested candidates, should submit a short cover letter and C.V. together with the names and contact details of two referees to info@cpgr.org.za by 24th April 2017. Only successful applicants will be contacted.