



OFFICE ADMINSTRATOR

Citrus Research International (CRI) aims to maximise the long-term global competitiveness of the southern African citrus growers through the development, support, co-ordination and provision of Research, Technical and Extension services. South Africa is the second largest exporter of citrus in the world and is heavily reliant on CRI research and technical support services to maintain this position. CRI is seeking to fill the position of OFFICE ADMINISTRATOR with a dynamic individual with a strong proven skills base, who will report to the Financial and Administration Manager. The job requires the incumbent to support the CRI Stellenbosch staff with general and specialized administrative support, and with project management processes.

The main task headings for this position are as follows:

- Routine general administrative support to CRI staff based in Stellenbosch as required
- Provide support with research project management (Routine contact person)
- Provide support with technical reporting and communication as required
- Provide support with SU administration engagements by CRI staff in Stellenbosch as required

Education: Min: BSc Hons plus research administration and scientific editing experience.

Ideal: MSc plus research administration experience, scientific editing experience and familiarity with SU administrative systems, with relevant experience in the following areas:

- Strong communication, relationship and networking skills.
- Excellent administration skills with at least 5 years' experience in the administration field
- Proven Scientific editing experience
- Proven ability to operate both independently and within a team.
- Legal drivers licence.
- Highly organised and methodical
- High proficiency in English and Afrikaans (written and spoken)
- High proficiency with MS Office software packages

Please submit your application and CV to:

Ms. C. Stoppel-Grove

Email: jobapplications@cri.co.za Phone: 013 759 8000

Closing date for applications: 30th July 2021

Starting date: 1 September 2021

If you have not had a reply within two weeks from the closing date, please accept your application as unsuccessful.