

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

Business Support Officer

About the job:

The CSIR has a vacancy for **Business Support Officer** in Management Services. The successful candidate will coordinate business support services and administration activities for units/centres. The position is based in Pretoria.

Key responsibilities:

- Coordinate and provide a work physical work environment in accordance with CSIR norms and customer requirements.
- Supervise operational management and staff in support areas (registry, document production, reception, video conferencing (VC) facility, canteen and boardroom assistant).
- Initiate projects to optimize costs related to accommodation, fleet services and other overheads costs;
- Liaise with management in the units/regions to ensure consistent and standardization of service provision;
- Monitor infrastructure and facilities to identify problem areas;
- Implement and maintain the quality management system (QMS) according to the plan and maintain the QMS filing system;
- Identify and implement corrective actions on all non-conformances;
- Assist units/centres with preparations for internal and external audits;
- Monitor compliance with CSIR policies and procedures;
- Coordinate Environment Health and Safety (EHS) activities in the units/centers and work closely with EHS representatives;
- Coordinate access to CSIR systems by providing staff and tenants with user information forms to enable access to the networks, security and telephones;
- Coordinate client specific security requirements in complying with set security standards and guides.
- Update list of staff members who are authorized to approve removal of CSIR equipment and use the CSIR vehicles and provide this to the contracted guarding company;
- Review and update security procedures manual and communicate any changes to security to the units/centers and tenants;
- Manage Boardroom/ tearoom facilities;

Qualifications, skills and experience:

- A national diploma or bachelor's degree in Administration with at least two years office administration experience;
- Computer literacy ;

- Knowledge of PABX systems;
- Knowledge of Quality Management System;
- Knowledge of environment , health and safety system;
- Ability to pay attention to detail;
- Conflict management skills;
- Ability to drive performance;
- Verbal & written communication skills;
- Customer service orientation;
- People development skills (includes identifying & nurturing talent).
- Applicant must be willing to undergo a security clearance process.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number in the subject line, **(eg. John Smith: Job title: Business Support Officer Reference No: 307501)**

Closing date: 10 March 2017

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***