



ADVERTISEMENT

Research Assistant: LTO Land

Contract type: Long Term Contract

Job Level: Junior

Work Location: Cape Town, Western Cape

The National Research Foundation (NRF) supports and promotes research and human capital development through funding, the provision of National Research Facilities and science outreach platforms and programmes to the broader community in all fields of science and technology, including natural sciences, engineering, social sciences and humanities.

The South African Environmental Observation Network (SAEON) is a research platform funded by the Department of Science, Technology and Innovation (DSTI) and managed by the National Research Foundation (NRF) since 2002. SAEON is mandated to observe and research ecosystems on land, in coastal regions and the oceans to understand how those systems function and might change over time and space when influenced by socio-economic driving forces including climate change. We deliver our data online and offer tools, services and advice for informed environmental policy-making.

SAPRI manages an NRF-approved Developmental Grant under the South African Antarctic Programme (SANAP), supporting the Marion Island Top Predators Long Term Observations programme.

The incumbent will support the efficient implementation of research projects by coordinating procurement processes, managing project administration, supporting stakeholder engagement activities, assisting with research infrastructure requests, and ensuring compliance with the Public Finance Management Act (PFMA), NRF policies, and other applicable legislation and regulations. The incumbent will also provide administrative and operational support to LTO-Land projects and initiatives, working closely with the LTO-Land Research Coordinator and Top Predator Coordinator to facilitate the effective implementation and coordination of project activities.

Key Responsibilities:

- * Provide operational and administrative support to research projects.
- * Coordinate meetings, maintain accurate project records, compile reports, monitor deadlines, and track project deliverables.
- * Facilitate procurement processes, including quotations, requisitions, purchase orders, vendor engagement, and contract administration.
- * Ensure procurement and related activities comply with the PFMA, Treasury Regulations, NRF policies, and other applicable requirements, for final approval by the Project Lead.
- * Coordinate research infrastructure requests and provide operational support for equipment and other project requirements.
- * Assist with fieldwork logistics, travel arrangements, workshop planning, and other operational activities supporting marine and polar research.
- * Liaise with researchers, partner institutions, service providers, and government stakeholders to support effective project implementation.
- * Assist with science engagement activities, workshops, and outreach initiatives.
- * Support the Project Lead with monitoring project budgets and expenditure and maintaining accurate financial and project records.
- * Assist with preparing supporting documentation for audits and ensure adherence to applicable policies, procedures, and governance requirements.

Key Requirements:

Qualification:

Bachelor's Degree (NQF 7) in Science, Environmental Science, Marine Science, Business Administration, Project Management, Public Administration, Supply Chain Management or related field.

Experience:

1–2 years' relevant experience in research administration, project support, procurement, logistics, or public sector administration, preferably within an environmental science or related field.

Knowledge:

- * PFMA, Treasury Regulations, Supply Chain Management processes,
- * Project administration,
- * Research funding
- * Marine and polar research sector knowledge.

Additional Notes:

- * Essential Skills and Competencies
- * Planning and organising skills
- * Strong attention to detail
- * Accountability and ownership
- * Effective written and verbal communication skills
- * Procurement and administrative coordination skills
- * Relationship management and interpersonal skills
- * High level of ethical conduct and integrity
- * Effective time management skills
- * Knowledge and understanding of the PFMA, National Treasury Regulations and Supply Chain Management (SCM) processes

Information:

The website www.nrf.ac.za provides more details on the NRF initiatives and activities.

Applications:

Applicants should submit a comprehensive CV by logging to <https://ess.nrf.ac.za/Account/Recruitment> and apply online. Applications should be accompanied by a letter of motivation indicating the applicant's suitability for the position. The names and contact details of at least three referees should be provided.

Closing Date: 17 September 2026

The NRF offers a challenging career and competitive remuneration package which is commensurate with qualifications and experience. The NRF is committed to employment equity and redress and the appointment to the position will be made in line with the NRF Employment Equity Plan.

The NRF reserves the right not to make an appointment.

Correspondence will be sent to short-listed candidates only