



GRAHAMSTOWN FOUNDATION

Vacancy

Assistant Manager/Manager: Scifest Africa

The Grahamstown Foundation administers the 1820 Settlers National Monument and implements projects and events to bring about an awareness of the arts and build the arts industry, facilitate the public understanding of science and provide stimulating broad educational experiences locally, provincially and nationally.

The Foundation invites applications for the position of:

1) Assistant Manager/Manager: Scifest Africa

Scifest Africa showcases applicable and topical science through activities in Scifest Africa's regional and national, programmes. Science is communicated in dynamic and accessible ways to highlight its impact on all aspects of our lives.

The Scifest Africa Manager will work closely with the Director to research and produce a quality, dynamic, relevant and stimulating annual science festival programme as well as design and manage various Scifest Africa projects, including regional festivals, National Science Week and others.

The ideal candidate will devise and manage complex schedules and content, oversee design and layout of Scifest Africa's promotional material, provide day-to-day staff management and staff training for events, assist with devising and implementing fundraising strategies, and represent Scifest Africa appropriately to stakeholders.

Requirements: Preferably an appropriate tertiary qualification, and/or 10 years of experience as well as a background in science. In addition the incumbent will demonstrate project and events management experience, excellent communication and networking skills, exceptional time management skills, strong administrative and MS Office skills, the ability to write, edit and present documentation on the project in dynamic ways, sound financial experience in formulating and managing budgets, and the ability to work to a high standard under pressure ensuring deadlines and targets are met. The ability to contribute to a supportive team environment is essential.

Commencement date: 1 May 2010 or as soon thereafter as possible.

Closing date for application forms and Curriculum Vitae: 31 March 2010

APPLICATION FORMS AND FURTHER INFORMATION: These can be obtained from Cheryl Fischer by telephone on (046) 603 1148, fax (046) 603 1173, email cheryl.fischer@foundation.org.za or by visiting the Administration Office on the first floor in the 1820 Settlers National Monument.

Please note:

1. The Foundation reserves the right not to proceed with the filling of a post. An application in itself will not entitle an applicant to an interview or appointment and failure to submit an official Foundation application form, and to meet the minimum requirement of the post, will result in applicants immediately disqualifying themselves from consideration.
2. Should no reply be received from the Foundation within one month of the closure of this advertisement the application must be considered unsuccessful.