

Forest Molecular Genetics (FMG) Programme



The Forest Molecular Genetics (FMG) Programme focuses on the genetic control of growth and development in fast-growing plantation trees with a view to enhance biomass production and improve wood properties for timber, pulp, paper, and biomaterials production. We also aim to understand molecular disease resistance mechanisms in trees for woody biomass protection. We are affiliated with the Forestry and Agricultural Biotechnology Institute (FABI), and the Genomics Research Institute (GRI) at UP. We work in close collaboration with South African forestry companies through the FMG Consortium (FMGC) to develop capacity and resources for the application of tree biotechnology in tree improvement programmes.

Position Available:

Description: The **Programme Administrative Manager** will be primarily responsible for managing programme and project related administration of the Forest Molecular Genetics (FMG) Programme in support of the FMG Programme Director and other researchers in the Programme. The primary responsibility will involve drafting and submitting of annual, half-year and quarterly reports to funding bodies such as TIA, DST, NRF, THRIP(dti) and industry partners. The person will act as a liaison between the FMG Programme and the funding bodies listed above and will coordinate timely reporting and financial management to comply with funding agreements signed with these bodies. The person will report directly to the FMG Programme Director and will liaise with the FMG platform managers and the programme leaders, co-ordinating project related administration within and between the research teams, while maintaining an accurate record of budgets, student information and other human resource information. This is a full time position (40 hrs per week).

Requirements: BA (Hons), BSc (Hons) or BCom (Hons) with excellent reading, writing and oral communication skills in English. Proficient in MS Office Suite. At least two years of relevant work experience.

Recommended: Experience in research related project management/ Experience in a corporate and/or government environment/ Experience with financial and project reporting or Background in financial management. At least three years of relevant work experience

The closing date for applications is **10 October 2018**. Interviews will be scheduled on an ad hoc basis and the appointment will be made as soon as possible.

Please submit applications (CV and covering letter) to the FMG Administrative Assistant Mrs Thandeka Ngondo, at thandeka.ngondo@up.ac.za, Tel: 012 420 5033

<http://www.fabinet.up.ac.za/index.php/research-groups/forest-molecular-genetics>



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