

COMMUNITY AGENCY FOR SOCIAL ENQUIRY

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C A S E, an independent South African Research NGO, focusing on socio-economic and policy research in support of social and economic justice seeks to fill the following three positions.

POST: Financial Officer/Controller

C A S E is seeking a full time Financial Officer to manage all financial aspects of the organisation and control the whole accounting function by ensuring the application of policies and procedures for effective administration of resources such as cashbook, general ledger, fixed assets, debtors, creditors, payment of salaries, cash flow, assisting with submission of tenders, maintaining a tender database, project status, maintaining clients contract files and statutory payments. Final oversight of all financial reporting in accordance with GAAP reporting requirements. The incumbent will be required to participate in management meetings and processes.

Requirements

Accounting Degree (B.com, B.Compt or equivalent); excellent communication and writing skills at all levels; good understanding of VIP payroll systems, income tax and statutory returns; ability to work both independently and in a team environment; flexible, proactive and goal-directed; computer literate (Excel and word document); good interpersonal skills and the ability to work under pressure. Financial management experience in an NGO that relies on both donor and project funding would be preferable. Problem solving capabilities; computer literacy, presentation skills, high levels of attention to detail and a proficiency in the Pastel accounting system is required.

POST: Office Administrator (part time/full time)

C A S E is seeking either a full time or part time highly skilled and experienced administrator who will provide the Executive Director with comprehensive support services. S/he will be responsible for overall administration with a particular emphasis on Personnel functions of the organisation. The key functions are within Human Resources, Administration, Personnel and Property Management.

Requirements

Although a Human Resource Diploma or B Admin would be an advantage it is not essential. A minimum of 5 years Senior Administrative and Human Resources Experience is a prerequisite. Familiarity and experience with the submission of tenders would be an advantage. Good communication skills at all levels; problem solving capabilities; an ability and flexibility to work under pressure; computer literacy and a high level of attention to detail with an emphasis to take responsibility and completing assignments is absolutely necessary.

POST: Research Project Manager

C A S E is seeking a senior project manager who will be responsible for managing large scale projects (including national surveys) and will have highly developed quantitative and qualitative research skills. S/he will be required to manage and deliver on research projects from inception to completion, and engage in skills transfer within the organisation. S/he will be required to conceptualise research

projects; negotiate with clients or potential clients concerning the design and budget for proposed research; design research instruments; plan and execute data collection according to specified time frames; conduct both qualitative and quantitative analysis; write research reports and engage with clients and others regarding the findings.

Requirements

The successful candidate will hold a Masters degree (or Doctorate) in the Social Sciences or related field. Demonstrable competence in applying quantitative skills to applied social research questions is required.

C A S E offers competitive salary package based on skills and work experience and is an affirmative action employer. Black South African candidates are especially encouraged to apply. Applications should reach C A S E by 4 July 2008. If you are not contacted by the end of September 2008, please consider your application unsuccessful.

Email your CV, motivation letter and details of three referees to: The Director, C A S E, P O Box 32882, Braamfontein 2017, tel: (011) 646 5922, fax: (011) 646 5919, email: director@case.org.za. For the position of Research Project Manager, a copy of a single authored publication or report is also required.