

Faculty of Engineering
Centre for Renewable and Sustainable Energy Studies (CRSES)

Research Assistant (Post Level 10)
(One-year fixed-term contract)
(Stellenbosch Campus)
Ref. ING07/065/0326

The Centre for Renewable and Sustainable Energy Studies (CRSES) within the Faculty of Engineering at Stellenbosch University (SU) focuses on research, postgraduate training and strategic initiatives in renewable energy and sustainable energy systems. The Centre hosts the ARUA Centre of Excellence in Energy, including the Water-Waste-Energy-Food (WWEF) Nexus portfolio, which promotes interdisciplinary research and collaboration across African institutions.

Duties:

- Assisting with the preparation, editing and formatting of research reports, proposals and presentations.
- Facilitating communication within the research team and across departments to streamline workflow and collaboration.
- Assisting with data collection and maintaining databases for research projects.
- Supporting financial operations by assisting with budget preparation, processing invoices and tracking payments and expenses.
- Providing general administrative support, including managing schedules, coordinating meetings and handling correspondence.
- Managing the procurement of office equipment and other office supplies.
- Coordinating travel arrangements and accommodation for research staff.
- Serving as a point of contact for internal and external stakeholders, handling enquiries and directing them appropriately.
- Assisting with organising meetings, conferences and workshops.

Requirements:

- A university degree in a relevant field.
- At least two years' relevant work experience (research assistant/project management), or a master's/PhD in a relevant field.
- A high level of proficiency in the Microsoft Office software suite.
- Excellent communication skills in English.

Recommendations:

- Master's or PhD.
- Experience in research report and proposal writing.
- Accounting experience.
- Experience as a research assistant/administrator in a university environment in South Africa.
- Proficiency in Afrikaans and/or an additional African/official South African language.

Commencement of duties:

01 May 2026

Closing date:

27 March 2026

Enquiries about this post: Prof Cristina Trois or Dr Andrea Dell'Orto on 021 808 4251, or at cristinatrois@sun.ac.za or dellortoa@sun.ac.za

Enquiries about remuneration/benefits and technical assistance with the electronic application process: Human Resources Client Services Centre, on 021 808 2753 (Stellenbosch), or 021 938 9636 (Tygerberg), or at sun-e-hr@sun.ac.za

The University is committed to employment equity (EE), and appointments will be made in line with the institutional EE Plan.

Stellenbosch University reserves the right not to make an appointment.

Your application, comprising a **comprehensive curriculum vitae (including the names and email addresses of at least three references)**, must reach the University before or on the closing date in the advertisement.

Apply online at <https://www.su.ac.za/en/careers-su> by clicking “Apply now” at the top to the right of the page for the specific vacancy.

The University reserves the right to investigate qualifications and conduct background checks on all candidates.

The Occupational Health and Safety Act requires people in occupations that entail potential exposure to certain hazards (such as noise, hazardous chemical substances and hazardous biological agents) to undergo medical screening to determine whether they be fit to work in those occupations.

If you have received no feedback from the University after four to six weeks of the closing date, kindly accept that your application was unsuccessful.
