

Job Profile

JOB INFORMATION SUMMARY	
JOB TITLE:	Administration Officer
REPORTS TO:	Senior Finance and Administration Officer
FUNCTIONAL AREA:	Finance and Administration
LOCATION:	Johannesburg, South Africa
Role Purpose	
<p>The Administration Officer will provide administrative support to the SARW team and ensure the effective functioning of the SARW offices. This role works across different teams within SARW and will ensure effective administration and flow of information between work streams.</p>	
Key Performance Areas	
Functional Competencies	
Performance Area	Key Activities
a) Administration Support	<ul style="list-style-type: none"> • Provide overall administrative support to the SARW Team with some PA support to the Director • Provide critical administrative support when organising SARW events • S/he will maintain all the filing and documentation of the SARW office. • Perform office management tasks as necessary including answering the telephone, e-mail, and mail management.
b) Communication	<ul style="list-style-type: none"> • Responsible for the preparation of correspondence, directives, comments on behalf of the SARW Director for his/her signature and making follow-ups when required. • Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the SARW Director. • Helps to develop and circulate internal communications within SARW in relation to programmes activities. Helps to ensure that SARW staff both in Johannesburg and the DRC are constantly updated with relevant information about SARW activities and events.
c) Programme Support	<ul style="list-style-type: none"> • Assist the programme with support in developing the project plans. • Assist in the preparation of project proposals and budgets • Assist the programmes team with support in the development and implementation of sustainable long-term research initiatives to support the programme. • Assist with the facilitation of research and investigation necessary to maximise programme development and/or initiation. • Support the implementation of the programme strategies. • Prepare documents and prepare and/or finalize memos and reports as necessary.

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	<ul style="list-style-type: none"> Conduct preliminary reviews of the completeness of proposals and work with applicants to obtain additional information where necessary. Supports the programme events and meetings. Ensure compliance with financial and other organisational policies procedures.
d) Finance Support	<ul style="list-style-type: none"> Analyse the monthly phone bill, produce private bills for private usage and a summary report for review by management. Support the management of the SARW budget to set out clear priorities and timelines, scope of work and planning of resources to satisfy the objectives. Assists management in Budget preparation and tracking of budget spend Assists management in preparation of expense claims Arranges for timely sign off on expense claims with management
e) SARW Travel	<ul style="list-style-type: none"> Oversee and manage SARW's travel processes and procedures. Oversee the provision of efficient travel and related services and ensure SARW is receiving competitive travel rates at all times. Advise staff members of any visa requirements and/or work permits Ensure all travel risks are identified and mitigated. Manage and facilitate per diem payments if required.
f) Office Management	<ul style="list-style-type: none"> Responsible for the upkeep of SARW offices and facilities. Ensure compliance with Health and Safety requirements. Oversee the procurement of office equipment and consumables. Ensure that office equipment is in perfectly working conditions Responsible for ordering and ensuring that the necessary stationery for the office is supplied and available. Prepare and process external contractors' contracts and payments. Develop and manage the Office budget and set out clear priorities and timelines, ensure cost saving initiatives are implemented and manage all service contracts including insurance contracts. Ensure that the computer network is functioning properly and effectively and liaise with the IT to assist with difficulties.
Behavioural Competencies	
Detail Orientation	<ul style="list-style-type: none"> Pays attention to detail in order to produce high quality output, no matter what the pressures
Efficiency	<ul style="list-style-type: none"> Takes a well ordered and methodical approach to tasks to achieve planned outcomes
Leading	<ul style="list-style-type: none"> Takes responsibility for influencing and motivating others to contribute to the goals and success of their team/organisation
Common sense	<ul style="list-style-type: none"> Makes pragmatic judgments based on practical thinking and previous experience
Results Focus	<ul style="list-style-type: none"> Maintains a strong sense of focus on results, driving tasks and projects to completion
Resilience & Composure	<ul style="list-style-type: none"> Degree to which one effectively deals with obstacles, setbacks, challenges and unfavourable outcomes
Specific Competencies	
<ul style="list-style-type: none"> Work hard, consolidate and build upon past efforts 	
<ul style="list-style-type: none"> Take individual and collective leadership responsibility 	
<ul style="list-style-type: none"> Acquire relevant skills and be empowered 	

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<ul style="list-style-type: none">• Strive for excellence, professionalism and high- performance levels• Acknowledge diversity• Recognise that our region is dynamic and ever changing• Use our privileged financial position effectively	

JOB SPECIFIC REQUIREMENTS

Experience

Required years of experience at this level	Overall years of experience required
3 years	3-5 years

Qualifications

Minimum Qualifications Required

Diploma or higher Degree in Business Management or a combination of relevant experience, training and an appropriate qualification.

Fluency in written and spoken English is essential and the ability to speak French and Portuguese is advantageous.

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