



POSITION DESCRIPTION	
<b>Position Title</b>	Administrative Assistant: Project Management Unit
<b>Description</b>	The incumbent will support the Unit / Directorate Manager in relation to diary management, typing and other clerical duties. Additionally, the incumbent will also provide general administrative support to the entire Unit/ Directorate and assist in terms of travel administration, meeting management etc.
<b>Directorate</b>	Office of the COO
<b>Reports To</b>	Senior Manager: PMU
<b>Position location</b>	Head Office
<b>Peromnes Grade</b>	11
<b>Number of Direct Reports</b>	N/A

POSITION REQUIREMENTS	
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>• Matric/ Grade 12 plus</li> <li>• National Diploma in Office Administration</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Min 2 years in general administration and customer service</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic Office Administration and Management</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Problem-solving</li> <li>• Customer service orientation</li> <li>• Interpersonal skills</li> <li>• Flexibility</li> <li>• Integrity</li> </ul>

MAIN AREAS OF RESPONSIBILITY	
Unit Administration	<ul style="list-style-type: none"> <li>• Provide a single point of contact/ reception to the NDA for Unit related services.</li> <li>• Provide administration support to the Office of the COO Unit.</li> <li>• Manage Unit leave and attendance register.</li> <li>• Manage the Senior Manager's Unit's diary.</li> <li>• Coordinate Unit Reporting E.g. Monthly and quarterly reports</li> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>• Handle procurement processes for the Unit including sourcing required resources and obtaining approvals. Liaise with Supply Chain Officer as appropriate.</li> <li>• Facilitate records and document management for the unit. Maintain hard copy and electronic filing system.</li> <li>• Assist with the management of Unit procurement and assets</li> </ul>
Support Administration	<ul style="list-style-type: none"> <li>• Create, transcribe and distribute meeting documentation.</li> <li>• Arrange meeting logistics</li> <li>• Manage Senior Manager's diary.</li> <li>• Render Secretarial support to Departmental meetings</li> <li>• Perform general clerical duties to include but not limited to photocopying, faxing, mailing and filing for all Sub-Unit functions.</li> <li>• Sign for all packages/deliveries and accept and record all incoming and outgoing information ensuring timely completion and follow-up.</li> <li>• Arrange and manage travel and accommodation arrangements for the entire Unit</li> </ul>
Procurement Administration	<ul style="list-style-type: none"> <li>• Handle procurement processes for the department including sourcing required resources and obtaining approvals</li> <li>• Load procurement requisitions on the system for the Unit team.</li> <li>• Maintain inventory of all equipment, stationery</li> <li>• Receive invoices and facilitate for payment.</li> <li>• Follow-up on all outstanding invoiced and submitted requisitions.</li> </ul>

#### KEY RELATIONSHIP INTERFACES

Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
<ul style="list-style-type: none"> <li>• All directorates and units as support function</li> </ul>	<ul style="list-style-type: none"> <li>• Service Providers</li> </ul>

Signed by: <b>(Job Holder)</b>	Authorised by:
Date:	Date: