



JOB PROFILE

POSITION DESCRIPTION	
Position Title	Administrative Assistant: District
Purpose	The position will provide programme and general administrative support to the entire district office.
Reports To	District Manager
Position location	District Office
Peromnes Grade	11
Number of Direct Reports	2

POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> • Matric plus business or secretarial diploma would be an advantage
Essential Experience	<ul style="list-style-type: none"> • At least two to three years' experience at administrative level, preferably within a development environment • Experience with records management • Experience with meeting management
Knowledge	<ul style="list-style-type: none"> • Familiar with administration policies, systems and procedures. • Able to use relevant software in particular the full MS Office suite. • The use of general office equipment.

Skills & Abilities	<ul style="list-style-type: none"> • Problem-solving • Customer service • Interpersonal skills – tact, diplomacy • Accountability • High degree of computer literacy including very good typing skills • Strong organisational skills • Proficiency in filing and maintaining filing systems
Competencies	<ul style="list-style-type: none"> • Job Knowledge • Technical Skills • Acceptance of responsibility • Quality of Work • Reliability • Initiative • Communication • Interpersonal Relationships • Flexibility • Team Work • Planning and Execution

MAIN AREAS OF RESPONSIBILITY	
General office administration and clerical support	<ul style="list-style-type: none"> • All letters, reports, memoranda, agendas, minutes and other documents submitted checked for spelling mistakes and layout as per agreed format • All filing to be kept up to date, filing cabinet is tidy and legible • Assist the Development Officers with their administrative needs. • Provide administrative support to the entire District Office • Administer the requisitioning and maintenance of petty cash, claims and relevant records for the office • Co-ordinate, type and collate the submission of monthly progress reports for the CSOs Development functions • Preparation of information for meetings, projects, presentations and reports • File all documents in the appropriate filing systems • Provide logistical support for meetings, and workshops for the CSOs Development functions • Supervise the provision of cleaning and security services
Procurement processing	<ul style="list-style-type: none"> • Serve as a centralised function in terms of management procurement for the projects and the office amongst others the following: <ul style="list-style-type: none"> ○ Prepare all relevant documentation for procurement recording ○ Complete procurement requisition and submit to the District Manager

	<ul style="list-style-type: none"> ○ Obtain relevant quotes for procurement of all goods and services ○ Provide monthly reconciliations of procurement undertaken ○ Create and maintain a filing system for procurement undertaken by the office • Ensure all motivations received by the District Office have the appropriate approvals and support documents attached
Meeting management	<ul style="list-style-type: none"> • Attend all meetings as requested, taking minutes at all meetings, ensuring absolute attention to detail with no comebacks or corrections to be made afterwards. • Distribute meeting minutes within time frames as dictated by relevant procedures • Ensure all action points are implemented as per the meeting minutes – no action points not effected in next meeting • File all meeting minutes for easy retrieval and reference at any point in time
Function arrangements	<ul style="list-style-type: none"> • Undertake full organization of function venue & catering: venue & catering booked well in advance, checked and confirmed again prior to the function • Compile the agenda in conjunction with the requester prior to function and distribute to relevant parties • Book speaker(s) ahead of function and send confirmation/reminder emails prior to the function • Order printing, stationery & equipment requirements for the function, ensuring no issues arise due to unavailability and/or malfunctioning of equipment
Travel arrangements	<ul style="list-style-type: none"> • Make all travel arrangements (flights, accommodation & car hire) ensuring accurate travel bookings at all times • All arrangements regarding meetings/functions/conferences are communicated to relevant parties, and appropriate documentation is distributed prior to travel

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">• Provincial Office Management Unit• NDA employees• NDA corporate support services• Management	<ul style="list-style-type: none">• NDA clients• NDA Service Providers• CSOs

Signed by: (Job Holder)	Authorised by:
Date:	Date: