

JOB PROFILE

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| **POSITION DESCRIPTION** | |
| **Position Title** | **Administrative Assistant – Chris Hani District** |
| **Description** | The incumbent will administratively support the District Office as a whole, with specific support in relation to diary management, typing and other clerical duties. Additionally, the incumbent will serve as a relief for the Receptionist as requested and as appropriate. |
| **Directorate** |  |
| **Reports To** | District Manager |
| **Position location** | District Office |
| **Peromnes Grade** |  |
| **Number of Direct Reports** | N/A |

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| **POSITION REQUIREMENTS** | |
| **Minimum Qualification** | 1. Matric/ Grade 12 plus 2. National Diploma in Office Administration |
| **Essential Experience** | 1. Min 2 years in general administration and customer service |
| **Knowledge** | * Basic Office Administration and Management |
| **Skills & Abilities** | 1. Excellent communication skills 2. Problem-solving 3. Customer service orientation 4. Interpersonal skills 5. Flexibility 6. Integrity |

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| **MAIN AREAS OF RESPONSIBILITY** | |
| General Office Administration | * Manage the District Manager’s diary * Prepare and maintain the District Manager expense report in relation to travel expenses as well as in relation to supplies and stationery per individual within the Department * Type letters, reports, memoranda, agendas, meeting minutes and produce documents of a professional nature i.e. without spelling/grammatical errors. * Bind and photocopy documents as appropriate and complete other clerical and administrative functions as required or as requested * Maintain attendance registers for staff within the District office, follow-up on unexcused absenteeism and report to the District Manager as appropriate or as agreed * Establish and maintain an effective document management and filing system, and file documents to ensure confidentiality of information as appropriate. * Ensure office equipment is always in working order, and plan & organise equipment servicing prior to scheduled service due date. * Replenish stationary before any shortages occur. |
| Meeting management | * Support in the preparation of meeting agenda and meeting packs * Attend meetings as requested, and record minutes as appropriate. * Distribute meeting minutes within specified or agreed upon timeframes * Follow-up with appropriate person(s) to ensure that action points are implemented as per the meeting minutes and provide feedback at subsequent meetings * File all meeting minutes for easy retrieval and reference at any point in time. |
| Function Arrangements | * Support the organisation of function venue & catering arrangements including confirmation of booking prior to functions * Compile the agenda and other documentation in conjunction with the appropriate managers 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, and ensure availability of required resources in good working order e.g. projectors, flip chart paper, gifts for speakers, etc. * Liase with supply chain officer as appropriate for procurement purposes |
| Travel Management | * Work in conjunction with Supply Chain Officer to make all travel arrangements (flights, accommodation and car hire) ensuring accurate travel bookings at all times. * Ensure adequate communication of travel arrangements to relevant party(s) provide them with appropriate documentation i.e. itineraries, prior to travel. Confirm logistics of travel with person(s)being visited |

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| **KEY RELATIONSHIP INTERFACES** | |
| **Internal Relationships - other than reporting lines (manager and subordinates).** \* | **External Relationships (With Local/Provincial structures and other key parties, specify)** |
| * All directorates and units as support function | * Service Providers |

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