



POSITION DESCRIPTION	
Position Title	Administrative Assistant – 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

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

MAIN AREAS OF RESPONSIBILITY	
General Office Administration	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

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"> • All directorates and units as support function 	<ul style="list-style-type: none"> • Service Providers

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