

JOB SPECIFICATION

Position Information	
Job Title	Administrator: Communications, Marketing and Stakeholder Engagement
Job Grade	C1

Structural Information	
Division	Strategy, Monitoring and Evaluation
Section	Communications
Reports to	Manager: Communications, Marketing and Stakeholder Engagement

Hierarchical position of Job (Only Job Titles are used)	
Supervisor (Second Reporting Level)	Executive Manager: Strategy, Monitoring and Evaluations
Supervisor (First Reporting Level)	Manager: Communications, Marketing and Stakeholder Engagement
Incumbent	Administrator: Communications, Marketing and Stakeholder Engagement
Subordinates (First level)	None
Subordinates (Second Level)	None
Number of direct reports (own staff)	None

Minimum Requirements	
Minimum qualifications required	Grade 12 or an Office Administration Certificate or a relevant equivalent NQF level 4 certificate
Minimum operational experience required	3 + years experience in administration
Managerial experience required	None

Core Competencies		
Proficiency in MS Office	Verbal and written communication skills	Assertiveness and productivity
Resourceful and independent	Dependability	Effective time management
Professional demeanor	Job knowledge	Interpersonal relations
Team orientated	Data capturing skills	Organizing ability
Commitment	Integrity and confidentiality	Attention to detail

Special Requirements
None

Job Content
To provide administrative support to the Manager and team.

Description of Job	
Key Responsibilities / Deliverables	Functions include but are not limited to per Key Responsibility
Office Administration	<ul style="list-style-type: none"> • Assist the Manager and Specialist(s) with administrative tasks. • Meet with Manager daily to synchronise calendars and arrange or cancel meetings as necessary. • Compile various documents, including reports and presentations, using Microsoft Office, following best secretarial practices and organisational standards. • Assist with all administrative tasks linked to supply chain management processes. • Follow up with the Finance Department on invoices and outstanding payments. • Develop and maintain a filing system to ensure the efficient storage and access of departmental information according to sound administrative practices. • Manage departmental stationery and equipment by tracking, ordering, storing and issuing it according to departmental procedures. • Provide assistance to the Manager and or Specialist(s) regarding service providers and products. • Assist with the arrangements for meetings, including booking of venues and sending out meeting requests. • Take minutes during meetings and prepare accurate transcripts/records as required • Assist with the arrangement and ordering of refreshments when required. • Attend to travel arrangements by affecting the necessary bookings, notifying the authorized travel agent according to client needs and organisational procedures and policies. • Assist with arrangements and preparations for exhibitions and

Description of Job	
Key Responsibilities / Deliverables	Functions include but are not limited to per Key Responsibility
	<p>special events.</p> <ul style="list-style-type: none"> • Assist with branding during exhibitions and special events/meetings. • Maintain a record of corporate gifts and branding materials. • Track organisational membership statuses and follow processes to renew and pay new membership fees. • Compile the events and statutory calendar for the organisation based on collected information. • Assist with the scheduling and arrangement of organisational activities both inside and outside the organisation. • Provide input for layouts and designs.

Approved by:	<p>Manager: Communications, Marketing & Stakeholder Engagement Ms. Wanda Annandale</p> <p>Signature: Date</p> <p>Executive Manager: Strategy, Monitoring and Evaluation Ms. Shuntelle Gow</p> <p>Signature: Date</p>
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