

## JOB SPECIFICATION

Position Information	
Job Title	Administrator: Health and Safety
Job Grade	B5

Structural Information	
Division	Health, Safety and Environmental
Section	Strategy, Monitoring and Evaluation
Reports to	Manager: Health, Safety and Environmental

Hierarchical position of Job (Only Job Titles are used)	
Supervisor (Second Reporting Level)	Executive Manager: Strategy, Monitoring and Evaluation
Supervisor (First Reporting Level)	Manager: Health, Safety and Environmental
Incumbent	Administrator: Health and Safety
Subordinates (First level)	None
Subordinates (Second Level)	None
Number of direct reports (own staff)	None

Minimum Requirements	
Minimum qualifications and operational experience required	<ul style="list-style-type: none"> <li>Grade 12 with 3 years' relevant experience, <b>OR</b> Administrative Diploma/relevant NQF Level 6 Certificate with 1-year relevant experience</li> <li>Must be computer literate (Microsoft Word, PowerPoint, and Excel)</li> </ul>
Managerial experience required	None

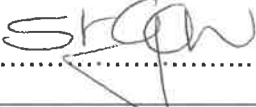
Core Competencies		
Proficiency in MS Office	Communication Skills (Verbal and Written)	Professional
Knowledge of Filing Systems	Dependability	Time Management
Organizing Ability	Data Capturing Skills	Confidentiality
Integrity	Productivity	Commitment
Interpersonal Relationship Skills	Attention to Detail	

Special Requirements
None

<b>Job Content</b>
To perform general administration functions for the Division as well as provide general office support.

<b>Description of Job</b>	
<b>Key Responsibilities / Deliverables</b>	<b>Functions include but are not limited to per Key Responsibility</b>
Office Administration	<ul style="list-style-type: none"> <li>• Assist the Manager with general office support functions.</li> <li>• Assist the Manager with tracking and monitoring invoices and budget expenditures.</li> <li>• Assist with procurement administration,</li> <li>• Assist with ordering, management of stock and issuing of PPE.</li> <li>• Assist with the scheduling of meetings for both online and onsite meetings.</li> <li>• Take minutes of meetings as requested by Manager.</li> <li>• Compiles various documents by using Microsoft Office to type reports, presentations, etc. according to sound secretarial practice and organisational administrative standards.</li> <li>• Meet with the Manager on a daily basis to synchronise dairies and arrange or cancel meetings as necessary.</li> <li>• Assist with travel arrangements according to organisational procedures and policies.</li> <li>• Assist with the arrangement and ordering of refreshments when required.</li> <li>• Compile monthly, quarterly, annual, ad-hoc reports and dashboards.</li> <li>• Support the Manager in the liaison with suppliers and Managers.</li> <li>• Develops and maintain a filing system to ensure the efficient storage and access of departmental information according to sound administrative practice.</li> <li>• Manage the departmental stationary/equipment by ordering,</li> </ul>

	<p>storing and issuing it according to departmental procedures.</p> <ul style="list-style-type: none"> <li>• Perform health and safety clerical related functions as may be assigned from time to time.</li> </ul>
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<b>Accepted by:</b>	<p><b>Administrator: Health and Safety</b></p> <p>Signature: ..... Date .....</p> <p><b>Executive Manager: Strategy, Monitoring and Evaluation</b> Ms. Shuntelle Gow</p> <p>Signature:  ..... Date <u>18/02/2025</u></p>
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