**Job Description:**

Annexure “**A**”

**Administrative Assistant**

**A. Job Specification**

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| **Job purpose:**  | 1. The purpose of the job is to ensure that the general administrative functioning of the Foundation is effectively executed.
2. This is an administrative appointment that reports to the Foundation’s Executive Director and assists in the achievement of successful office administration processes.
3. The Admin Assistant will be responsible for office management and admin
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| **General attributes required:**  | 1. The Admin Assistant should have a degree in a relevant discipline (or equivalent) and a minimum of 10 years’ experience in administration.
2. The Admin Assistant should have good organisational and coordination skills
3. Experience in working successfully as part of a small team is essential.
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| **Specific attributes required:**  | 1. A logical, systems approach to administration is a key requirement of this position.
2. The Admin Assistant should demonstrate flexibility, tenacity, perseverance and determination to carry out tasks assigned.
3. The Admin Assistant should work well under pressure and should be a problem solver.
4. The Admin Assistant should, ideally, have a background in providing support to an office involved in the not-for-profit sector.
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**B. Job Description**

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| --- | --- |
| **Job title:**  | Administrative Assistant  |
| **Reports to:**  | Executive Director |
| **Purpose of the job:**  | The purpose of this position is to: * Ensure that the administrative functioning of the Foundation is effectively and efficiently executed
* Provide admin support to Board & communications
* Support Programme Administrator in travel, stationery, copying & courier
 |
| **Supervises:**  | Support staff (1) |

| **Responsibilities: Outcomes (Key Performance Areas)** | **Activities:** | **Performance Measure / Performance standard** | **Timeline**  |
| --- | --- | --- | --- |
| **Office Administration** Office administration implemented effectively and efficiently**85%** | **Office Planning**Develop and maintain an annual office calendar showing all planned meetings and events in consultation with Programme staff | A comprehensive, well-structured office calendar is developed and updated.  | On going |
| **Office meetings**Draw up agendas & action lists, in consultation with ED, for every office meeting  | Accurate agendas and action lists are distributed to all staff  | Monthly |
| **Communication:*** Answer & deal with all phone calls and messages
* Organise with courier to collect mail
* Keep a register of all out-going and incoming mail, faxes and documents sent by courier
 | * All calls are dealt with appropriately and staff provided with messages
* Mail is collected once per month
 | On going |
| **IT Support:*** Communicate timeously with IT Health to resolve all computer issues and connectivity problems
* At the beginning of each month, request IT Health to confirm that staff backups are running effectively
 | * All IT support required by staff and office (internet, website etc) are reported to IT Health and resolved
* System developed to track and follow up on unresolved issues
* Office backups are maintained and up to date
 | On going |
| **Service Providers:**Communicate directly with the following service providers to resolve all issues:* Reflex Solutions – Avaya Phone System and Telkom
* AH Consulting (Pty) Ltd – Landlord
* Nashua – printing
* Egoli Stationers
* Hans Ryno Security
 | * Telephone issues are reported to Reflex and resolved
* All issues needing the Landlord’s attention are resolved
* The printer is always working efficiently
* Necessary stationary is always available
* Security system is always working
 | On going |
| **Security:*** Keep the print room and kitchen doors closed when not in use
* Keep the archive room locked
* Test and check the alarm system annually
* Check fire hydrants annually
* All office staff passwords are stored safely
 | * The print room and kitchen doors are closed at all times
* The archive room is locked at all times and the keys are kept safe
* The alarm system is working effectively
* No confidential/ important documents are lost due to theft or fire
* All offices containing Foundation files are locked in evenings & keys kept safe
 | On going |
| **Programme admin support:*** Make photocopies/binding where necessary
* Arrange courier for contracts
* Order stationery for meetings
* Travel (see below)
 | * All photocopying and binding is done in time and correctly

The courier is promptly arranged when required | On going |
| **General office admin:*** Maintain general stationery stocks
* Maintain kitchen supplies for the office and all meetings, seminars and workshops.
* Arrange catering for all internal office events and Board meetings (non-programme)
 | * Office stationery and kitchen supplies are maintained monthly or as needed
* Catering is efficiently organised for all internal meetings
 | May – December supported by Programme AdministratorOn-going |
| **Office Events and Wellness Programme**Manage internal office team wellness activities as agreed by team at office meetings | The wellness programme and all staff lunches are managed efficiently. | On going |
| **Office filling system** * Maintain logical filing system, filing documents correctly when needed
* Shred all confidential documents duplicates if not required
* Add all necessary office admin/Board/ hr/finance documents to Sharepoint
 | Non programme documents:* All documents are filed in easily accessible files which are kept up to date
* Updated filing catalogue of documents of archives and print room are maintained
* All confidential documents are kept locked
* All confidential documents duplicates are shredded if not required
* Documents are available on Sharepoint when needed
 | On going |
| **Travel Support** | Arrange flights, accommodation, car hire and shuttle requirements for trustees, staff, grantees and other stakeholders as requested.   | * Travel arrangements are organised efficiently and according to all policy.
* Book flights, accommodation, shuttles for staff, grantees and other stakeholders as requested by the Programme Administrator
* Travel requisition form for each travel arranged is completed and signed by ED.
* Records of flight, accommodation and car hire vouchers are filed and available
 | May to October – supported by Programme AdministratorOn-going |
| **Communications Support** | * Manage the system for grantee/partner literature in the office
* Update and improve on the system as and when needed
 | All resources in the office entrance and pause area are organised according to system | On going |
| **HR Support** | * Manage the work of the office cleaner
* Maintain leave records for all office staff
* Maintain all personnel files: contracts, contact details, salary increase and bonus letters
 | * The office cleaner is effectively supervised and supported in the performance of her duties
* Accurate records on all staff are maintained.
 | May – December supported by Programme AdministratorOn-going |
| **Board Support**The Foundation’s board meetings are supported effectively **10 %** | In consultation with the Executive Director: * Draft a schedule of documents needed for the different Board packs
* Photocopy all Board documents
* Collate physical board packs
* Organise binding (internal or external)
* Organise delivery of board packs
* Create electronic board packs on RAITH internal website
 | * Board packs are collated as per the Executive Director’s instructions and are distributed on time
* Accurate electronic documents are easily accessible to board members and staff
 | May – December supported by Programme Administrator |
| Submit claim forms to trustees after each Board meeting, updating standard form as needed and submit for payment | Trustees fees are accurately and timeously claimed | March, June, Sept & Nov |
| * Organise Board meeting catering and any IT support needed in consultation
* Attend Board meetings 4 Saturday’s per year to provide any admin support needed
 | * Catering is organised well in advance in keeping with all requirements
* All admin support needs at Board meetings are fulfilled
 | March, June, Sept & Nov |
| * Propose future Board dates at each November meeting (taking into account school holidays/national holidays etc.)
* Organise any ad hoc zoom meetings
* Ensure that comprehensive files on regulatory compliance documents are maintained
 | Board admin is supported effectively | March, June, Sept & Nov |
| **Personal Development****Efforts are made to deepen own skills****5%** | Identify and undertake training that will deepen own skills and performance and contribute to improved functioning of the Foundation. | Relevant activities are successfully identified in consultation with the Executive Director  | March each year |

Interested candidates must send an updated CV to maresa@maraisbutton.co.za

Contact will only be made with shortlisted candidates.