

JOB PROFILE



Position: Project and Admin officer

Package: Market-related based on experience

Two year limited duration contract based in Johannesburg

CDE, an independent policy research and advocacy organisation is one of South Africa's leading development think tanks. We focus on critical national development issues and their relationship to inclusive economic growth and democratic consolidation. CDE also has a special focus on business. This position is ideally suited to a young graduate professional with an interest in public policy and the importance of think tanks and business in influencing policy debates. This is a two-year contract.

PURPOSE OF POSITION

To support programme and project managers with project administration as well as to provide an efficient and comprehensive administrative support service to Senior Management and Consultants which includes, but is not limited to, database updates, diary management, travel arrangements, assistance with events, and general administrative duties.

REQUIRED EDUCATION, EXPERIENCE AND KNOWLEDGE:

- Secretarial Diploma or similar
- Knowledge of South Africa's current socio-political environment
- Minimum five years' work experience
- Excellent organisational and interpersonal skills
- Advanced MS Office skills
- Self-starter
- Proficiency in additional languages such as isiZulu, isiXhosa and Setswana
- Experience of being responsible for various office procedures and systems

PREFERRED EDUCATION AND EXPERIENCE:

- Experience of working in a small organisation or advocacy NGO where flexibility and multi-tasking are essential

Facts Matter

ADVISORY BOARD:

L Dippenaar (chairman), A Bernstein (executive director), A Ball, C Coovadia, B Figaji, R Jardine, S Maseko, I Mkhabela, S Nkosi, S Ridley, M Teke, S Zibi

+27 11 482 5140

info@cde.org.za

www.cde.org.za

NPC No: 026-485-NPO

IDENTIFIED COMPETENCIES:

Technical competencies

- Advanced MS Word, MS Excel, MS PowerPoint, MS Outlook 2016 skills
- Very effective time management
- Ability to meet deadlines
- Demonstrated problem solving ability
- Meticulous attention to detail
- Excellent administrative, planning and organising skills
- Excellent written and verbal communication skills
- Very good interpersonal skills
- Very good verbal and written communication skills

Personal competencies

- High energy levels
- Exceptional interpersonal skills
- Demonstrating initiative
- Calm and courteous disposition
- Emotional intelligence and well developed life skills
- Conflict resolution skills
- Ability to work independently as well as within a team
- Ability to exercise good problem solving and to make decisions within defined procedures and practices to determine the best action
- Well organised, methodical and thorough approach to work
- Self-motivated, able to work with minimal supervision and follow through on tasks
- Ability to perform multiple tasks, to meet deadlines and balance competing priorities and to effectively communicate with Management
- Willingness to assist in all aspects of the organisation

KEY PERFORMANCE AREAS

Fundraising administration

- Generate donor letter and certificate for approval
- Request preparation for donor invoicing from Finance Manager timeously
- Prepare letters of acknowledgement of donations and alert Executive Director
- Identify current and future potential donor opportunities
- Update donor history to reflect all donations from 1995 to date
- Collate donor specific proposals for funding

Office administration

- *Meetings* – including arranging, meetings with and on behalf of the Senior Management team, diary management of the Senior Management
- *Presentations* - the preparation of presentations to be delivered by the Senior Management team
- CRM (database) updates
- *Travel* – Make local travel arrangements for the Senior Management team

- *Administration* - Draft correspondence for review
- *Events* – Assist with in-house events where necessary
- Other reasonable and related tasks that may be assigned from time to time
- Ensure that you are up to date & informed of CDE annual planner; senior staff rhythms and commitments
- Manage diaries efficiently
- Communicate diary changes asap/daily
- Take notes at meeting
- Arrange travel and logistics
- Prepare and reconcile expense claims
- Ensuring that all staff have access to information and equipment to execute their jobs effectively
- Understanding the CDE diary for the day
- Ensure everyone's work station is fit for purpose.
- Ensure that office equipment is well maintained and in good working condition.
- Keep track of the stationery make sure we have enough of everything

Reporting

- Collate input for donor specific reports and submit timeously
- Board
- Annual Report

Manage the front desk and reception area

- Keep the reception area and front desk tidy
- Receive and welcome all visitors in a professional manner
- Answer and operate the switchboard professionally and competently (screen calls, answer enquiries, take messages, refer callers to relevant others)
- Manage and operate the PBX and other telephone equipment

Project administration

- Support Office and Project manager with project administration
- Coordinate diaries and meeting participants' availability
- Prepare meeting documents
- Manage travel logistics

Reporting

- Manage the quarterly project reporting cycle
- Plan and agree the reporting cycle with the programmes division
- Ensure timeous submission of quarterly reports
- Maintain the project reporting filing (prepare project files and save electronic version on shared drive)
- Schedule quarterly meetings/telecons as required

CLOSING DATE: 15 January 2021