

National Religious Association for Social Development (NRASD)

A Division of the Cape Development and Dialogue Centre Trust (Registered Trust: IT661/95)

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NRASD – The Global Fund to Fight AIDS, Tuberculosis and Malaria – Programme

NRASD – Principal Recipient of Global Fund Grant in South Africa

ADMINISTRATION OFFICER

Description

The NRASD is a Principal Recipient (PR) of a grant from the Global Fund to Fight AIDS, Tuberculosis and Malaria.

The NRASD intends to strengthen human resource and institutional capacity to facilitate the effective management, coordination and implementation of grant activities through the appointment of an Administration Officer.

The role of the Administration Officer is to plan, coordinate, execute and finalise programme activities according to strict deadlines and within budget. The Administration Officer will also oversee quality control throughout the programme life cycle.

The Administration Officer will perform duties as assigned by the Programme Management Unit and the Programme Manager. The Administration Officer will report to the Programme Manager and the Programme Management Unit.

Responsibilities

1. Project Management

1. Be knowledgeable of standard policies and operating procedures and facilitate the development of standard policies and operating procedures.
2. Comply with and facilitate enforcement of standard policies and operating procedures.
3. Coordinate programme development from beginning to end in close collaboration with the Programme Manager and the Programme Management Unit, programme personnel and relevant stakeholders¹.
4. Coordinate and execute day-to-day operational activities of programme as assigned by the Programme Manager and the Programme Management Unit.
5. Continually manage programme expectations.
6. Develop and deliver proposals, presentations and progress reports.
7. Develop good practices and tools for programme execution and management.
8. Ensure that programme legal documents are correctly completed, signed and filed.
9. Document all work, correspondence received and written; and maintain complete and accurate paper (hard copy) and electronic files.
10. Facilitate implementation of programme activities by supporting programme staff with administrative and logistical tasks (including but not limited to organising meetings and events, extending invitations, securing venues, appropriating refreshments, preparing reading material, taking minutes, arranging transport, as may be necessary).
11. Perform related duties and tasks as appropriately assigned by the Programme Manager and the Programme Management Unit.

2. Time Management

1. Plan and schedule programme timelines and milestones using appropriate tools.

¹ Stakeholders include but is not limited to the Global Fund, the Local Fund Agent (KPMG Services Pty Ltd), senior management structures, Principal Recipients, Sub-Recipients as implementation partners, service delivery agents (consultants and suppliers).

2. Track programme milestones and deliverables.

3. Resource Management

1. Estimate the resources needed to execute specified activities.
2. Recommend budget changes where necessary.
3. Determine and assess need for additional resources.

4. Relations Management

1. Liaise with programme personnel and stakeholders on an ongoing basis.
2. Meet with programme personnel and stakeholders, as may be necessary.
3. Build, develop and grow relations and partnerships vital to the success of the programme.

5. Communications

1. Develop communication documents.
2. Effectively communicate programme expectations to programme personnel and stakeholders in a timely and clear fashion.

6. Personal Development

1. Stay informed and keep track of data and developments in the HIV&AIDS and related fields.
2. Identify and participate in staff enrichment and development programmes.
3. Attend meetings, workshops and training courses, as required.

7. Organisational Ethos

1. Uphold and exemplify the NRASD's vision, mission, values and objectives.
2. Uphold and implement the NRASD's policies and procedures.

Minimum Requirements

The NRASD expects the following minimum requirements from the Administration Officer:

1. The Administration Officer must be able to take on responsibility and work unsupervised.
2. Relevant qualification and at least 3 years experience in administrative management or related field.
3. At least 1 year of exposure on administrative management at a community level, including large donor reporting requirements.
4. The Administration Officer would need to be able to provide services up to the end of 2014, with a possibility for an extension.
5. The NRASD Office is in Stellenbosch in the Western Cape Province and the Administration Officer would be based in Stellenbosch.
6. The Administration Officer must be in possession of a valid driver's licence and access to a car. The position may require that the Administration Officer travel between stakeholders.

Call for Applications

The NRASD invites applications for the position of Administration Officer.

Please submit your application by completing the prescribed application form (available on the NRASD website). Clearly state the position that you are applying for on the application form. More information may be requested to assist with our final review of shortlisted candidates.

We kindly request that applications be submitted to Carina de Swardt by Friday, 22 November 2013. Applications should be submitted via email at nrasd@exceed.co.za or via fax at 086-518-6562.

Applications will be evaluated and shortlisted candidates will be informed of the results by 29 November 2013. The position is available from 13 January 2014. The expectation is for the successful applicant to commence work by 13 January 2014.