



<b>Job Title:</b>	<b>Administrative Officer</b>
<b>Number of Positions</b>	<b>1x KZN and 2x Eastern Cape</b>
<b>Type of Job</b>	<b>Fixed Contract to Expire 28 February 2022</b>
<b>Reporting to</b>	<b>Animal Field Officer</b>
<b>Based in Two Provinces</b>	<ul style="list-style-type: none"><li>• <b>KZN (uMkhanyakude District: Manyiseni)</b></li><li>• <b>Eastern Cape (OR Tambo District: Mdeni, and Joe Gqabi District: Elundini)</b></li></ul>
<b>Reference No:</b>	<b>HRREC012/2021</b>

## **REQUIRMENTS**

At least Grade 12, a post matric qualification in Office Administration will be an added advantage.

## **SKILLS:**

Administrative including co-ordination and planning skills;

Excellent interpersonal skills;

Good verbal and written communication skills;

Computer skills and Problem-solving skills; and

Good listening skills.

## **BEHAVIOURAL ATTRIBUTES:**

Ability to work independently as well as within a team;

Ability to work well under pressure and after normal working hours,

Attention to details;

Deadline driven; and

Willingness to learn.

## **KEY DUTIES AND RESPONSIBILITIES:**

- Assist in the development of provincial facility annual plans, targets and goals
- Develop and oversee the activities of provincial programme administrative staff
- Build sound, effective working relationships with partners to undertake certain aspects of the programme of activities.

- Timeously alert the Animal Field Officer of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that are proposed to take to ensure the impact of such deviation from the original agreement is minimized.
- Assist to establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.

**To apply for the position, please forward the relevant Job Application Form which is available on our website or your CV with cover letter to [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za) closing date: 26 November 2021. If you have not been contacted within one month of the closing date, please note that your application was unsuccessful**