



## JOB PROFILE

A. Post Information	
<b>Post Title</b>	Administration Officer
<b>Component</b>	Corporate Services Division
<b>Location</b>	Head Office - Braamfontein
<b>Post Reports To</b>	Assistant Manager: Admin and Supply Chain Management

Job Profile Verification	
<b>Profile Verified By:</b>	Hilda Motlalekgosi
<b>Date Verified:</b>	6 September 2011

Job Profile Validation	
<b>Profile Validated By:</b>	Alice Price
<b>Date Validated:</b>	6 September 2011

Job Evaluation Outcome	
<b>Confirmed Grade:</b>	
<b>Date Graded:</b>	

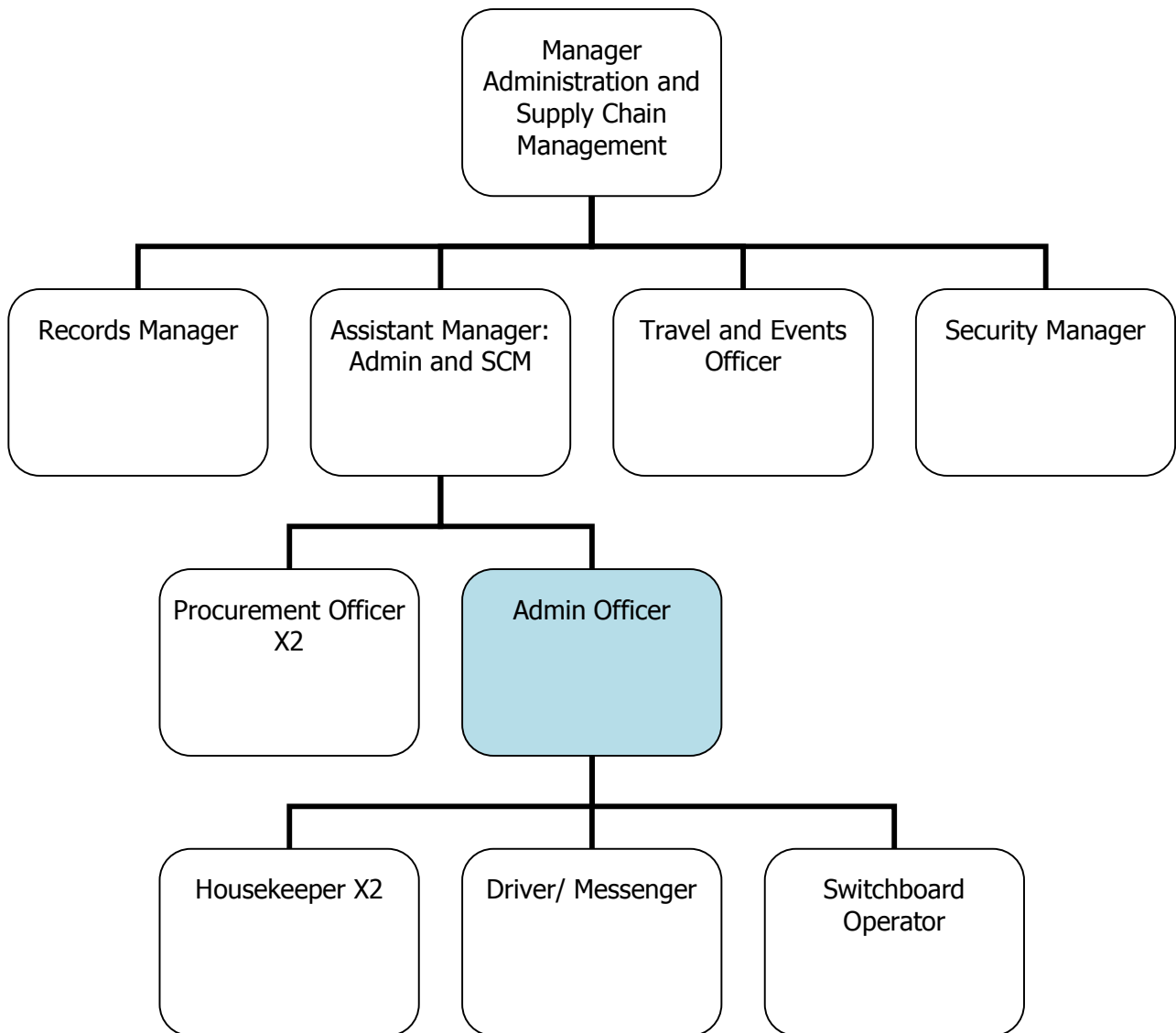
## B. Job Purpose

*Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).*

The purpose of this role is to effectively manage the administration for facilities planning and asset management for the SAHRC

## C. Position of the Post in the Organisation

*Structure diagram*



<b>D. Key Responsibilities</b>			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
<b>Key Performance Areas (KPA)</b>		<b>Activities (Linked to each of the KPAs)</b>	
<b>No.</b>	<b>KPA Description</b>	<b>No.</b>	<b>Activity Description</b>
1	Administrative Management	1.1	Ensure that accurate stock counts and reconciliations are organized and prepared and available for year end
		1.2	Assist the Senior Office Administrator in ensuring effective office functionality through the delivery of facilities where required
		1.3	Ensure that administrative support is performed for the Commission
		1.4	Ensure that enquiries and requisitions from provincial offices are attended to with accuracy and efficiency
		1.5	Review quotes from suppliers ensuring transparency of administration
		1.6	Ensure that requisitions are processed and that purchase orders and suppliers invoices are issued and processed for payment within 30 days
		1.7	Manage meeting venue and office bookings to ensure that no double bookings occur and that each meeting has an allotted time and place
		1.8	Perform any related duties as assigned by the Senior Administration Officer
2	Supervisory responsibilities	2.1	Supervise the cleaning staff to ensure that the SAHRC Head Office building is maintained according to standards and issue instructions for requirements that are identified.
		2.2	Supervise the housekeeping staff.
		2.3	Supervise the switchboard operator and ensure the provision of effective and efficient services.

<b>D. Key Responsibilities</b>			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
<b>Key Performance Areas (KPA)</b>		<b>Activities (Linked to each of the KPAs)</b>	
<b>No.</b>	<b>KPA Description</b>	<b>No.</b>	<b>Activity Description</b>
		2.4	Supervise the driver/ messenger and ensure that he/ she carries out his responsibilities appropriately.
		2.5	Undertake assessments to identify gaps and improvement areas in relation to cleaning, switchboard and messenger services.

<b>E. Advisory Responsibility</b>	
<i>Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.</i>	
<b>To Whom</b>	<b>Type of Advice/ Information</b>
External furniture and stationery suppliers	Information and knowledge transfer
Provincial employees	Requests and queries

<b>F. Accountability</b>	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	<ul style="list-style-type: none"> <li>4 (2 housekeepers, Switchboard Operator and Driver)</li> </ul>
Number of staff indirectly managed	<ul style="list-style-type: none"> <li>6 Cleaners</li> </ul>
Financial accountability	<ul style="list-style-type: none"> <li>0</li> </ul>

## G. Inherent requirements of the Post

*The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.*

### Skills/ Knowledge/ Behaviour:

Requirement	Type
<p><b>Key competencies</b> <i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> <li>• Financial acumen</li> <li>• Administrative ability</li> <li>• Decision making and organizing abilities</li> <li>• People management ability</li> <li>• Supply chain management knowledge</li> <li>• Communication</li> <li>• Service delivery innovation</li> <li>• Honesty and integrity</li> <li>• Client orientation and customer focus</li> </ul>
<p><b>Knowledge and education</b> <i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> <li>• Matric, working experience in office administration or an admin diploma</li> <li>• PFMA knowledge</li> </ul>
<p><b>Experience</b> <i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> <li>• 2 – 3 years relevant experience</li> </ul>

H. Career pathing	
<b>Next higher position:</b>	Assistant Manager: Admin and Supply Chain Management
<b>What is required to progress:</b>	See Profile

I. Job profile agreement				
<i>The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.</i>				
<b>We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.</b>				
Title	Name	Employee Number	Signature	Date