



## JOB PROFILE

A. Post Information	
<b>Post Title</b>	Administrative Officer
<b>Component</b>	XXX Provincial Office
<b>Location</b>	XXX Province
<b>Post Reports To</b>	Provincial Manager

Job Profile Verification	
<b>Profile Verified By:</b>	Various Stakeholders
<b>Date Verified:</b>	

Job Profile Validation	
<b>Profile Validated By:</b>	Various Stakeholders
<b>Date Validated:</b>	

Job Evaluation Outcome	
<b>Confirmed Grade:</b>	8
<b>Date Graded:</b>	

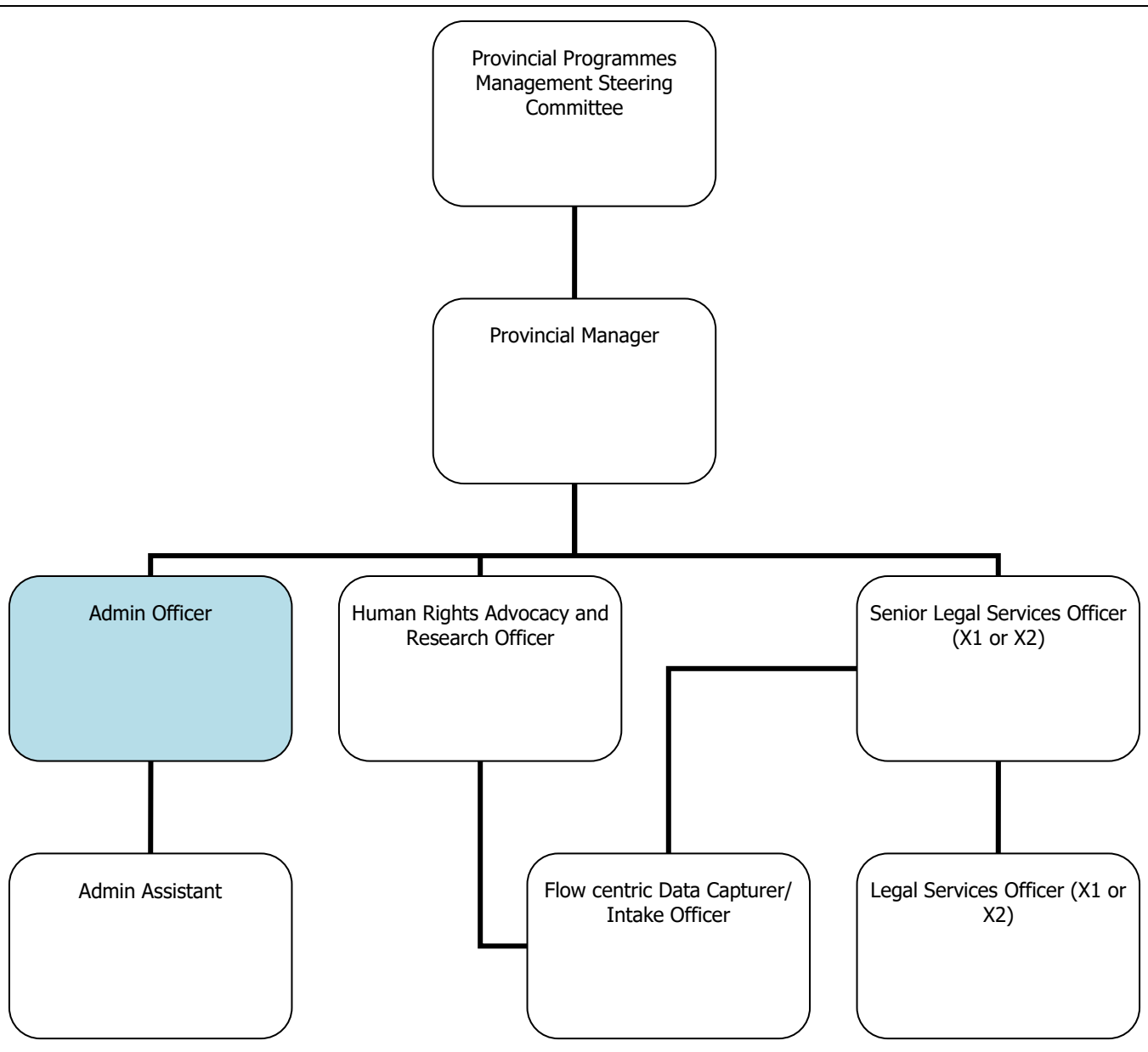
## B. Job Purpose

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

To provide overall administrative support to the provincial office and to offer secretarial services to the Provincial Manager in order to ensure the effective and proper functioning of the provincial office

## C. Position of the Post in the Organisation

*Structure diagram*



## D. Key Responsibilities

*List major activities and contribution to the organisation for which this post is held accountable*

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Perform and manage administrative duties professionally, for the provincial office	1.1	Maintain an efficient filing and document control system for the provincial office
		1.2	Ensure effective and timeous minutes are recorded and distributed for the relevant meetings
		1.3	Manage any service related calls, and address, refer and track them appropriately.
		1.4	Assist with the preparation of documentation packs prior to meetings
		1.6	General typing as may be requested.
		1.7	Manage and book the scheduling of travel arrangements including flights, hotel bookings, visas transfers and requisitions. Ensure that documentation is sent to finance for payment
2	Perform effective Meeting management	2.1	Prepare the meeting agendas and circulate them to the required people
		2.2	Attend to the arrangements for meetings that the provincial office may be hosting- including venues, catering, and travel requirements as required
		2.3	Take minutes of meetings and distribute them as appropriate.
		2.4	Provide support and perform any task as may be required to facilitate the hosting of events by the provincial office
3	Providing a general secretarial service to the PM	3.1	Answer all telephone calls courteously and with speed, performing screening where necessary
		3.2	Receive visitors/members of the public/stakeholders who attend

## D. Key Responsibilities

*List major activities and contribution to the organisation for which this post is held accountable*

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
			the office for a meeting with the PM
		3.3	Send emails on behalf of the PM as directed
		3.4	Maintain a database of all stakeholders/ individuals and their contact details that the provincial office may require
		3.5	Liaise with external stakeholders as required for information and planning
		3.6	Manage and prioritise all correspondence timeously, finalise memos and letters before signature by the PM/
		3.7	Prepare and manage letters and other relevant communication on behalf of the PM
		3.8	Maintain an effective and efficient system for the recording of all incoming/outgoing correspondence from the PM
		3.9	Maintain an efficient filing and document control system for the PM
		3.10	Control the diary and engagements for the PM and arrange appointments for the PM, both internally and externally
		4	Document Management and HR Administration Support
4.2	Provide relevant HR administration support services including facilitating the processing of leave applications		
4.3	Provide records management support services to the Provincial Office.		
5	Procurement and Asset Management	5.1	Gather quotes for the procurement of goods for the provincial office; prepare relevant requisitions for the PM and once signed

<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>
	Support		to forward them to the Procurement Officer at Head Office
		5.2	Perform effective fleet management for the vehicles in the province, including license discs, services, log book and petrol slip management and to alert the PM of any matters that may require attention.
		5.3	Prepare the update of the provincial asset register for the PM and forward to the Senior Admin Officer at Head office
		5.4	Conduct annual stationery stock take and prepare a detailed report for PM for submission to Head Office
6	Health and Safety Management Support	6.1	Conduct monthly Health and Safety inspections, identifying risks and hazards and prepare the report for the PM
		6.2	Ensure effective building management through payment of utility bills and alerting the PM as needs arise
		6.3	Manage the contracts for the facilities of the province such as printers, plant contracts and advise PM on need for review of any contracts if necessary.
7	Petty Cash	7.1	Ensure that all petty cash vouchers have invoices attached.
		7.2	Prepare relevant petty cash requisitions and ensure that all original vouchers are attached and submitted to the PM for relevant authorization before forwarding to HO
8	Management of the PO Library/ Reference Room	8.1	Maintain a record of all reference books/materials and ensure that an annual stock take is done as requested.
		8.2	Manage and assist with the filing of loose leaf amendments as and when forwarded by HO

<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>
Internal stakeholders (Commissioners, the CEO, Heads of divisions/ units)	Arrange meetings and any formal and informal engagements
External stakeholders	Arrange meetings and any formal and informal engagements

<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	• 1
Number of staff indirectly managed	• 0
Financial accountability	• 0

<b>G. Inherent requirements of the Post</b>	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
<b>Skills/ Knowledge/ Behaviour:</b>	
<b>Requirement</b>	<b>Type</b>
<b>Key competencies</b> <i>(This field requires a list of all skills, behaviour and attitude requirements)</i>	<ul style="list-style-type: none"> <li>• Secretarial skills</li> <li>• Administrative skills</li> <li>• Typing skills</li> <li>• Interpersonal skills</li> <li>• Time management</li> <li>• Team player</li> <li>• Good written and verbal communication skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Good computer literacy and web knowledge</li> <li>• Minute taking</li> <li>• Flow-centric knowledge</li> <li>• Honesty and integrity</li> <li>• Client orientation and customer focus</li> <li>• Problem solving and analysis</li> <li>• Attention to detail</li> <li>• Planning and organizing</li> </ul>
<p><b>Knowledge and education</b></p> <p><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>• Administration / Secretarial Diploma/ B. Admin</li> <li>• Human resources management knowledge</li> <li>• Human Rights knowledge</li> <li>• Supply chain management knowledge</li> </ul>
<p><b>Experience</b></p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> <li>• 5 years relevant experience</li> </ul>

<b>H. Career pathing</b>	
<b>Next higher position:</b>	Other Administrative and Relevant Support Positions Within the HRC
<b>What is required to progress:</b>	See profiles

**I. Job profile agreement**

*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.*

**We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.**

<b>Title</b>	<b>Name</b>	<b>Employee Number</b>	<b>Signature</b>	<b>Date</b>