

Job Title:	Provincial Administrator	Job Grading:	C1
Department/Group:	Programmes	Province	Western Cape
Job Description			
PURPOSE OF THE POSITION			
<p>The Provincial Administrator is responsible for ensuring that the provincial office is able to discharge its duties in a more seamless and efficient manner, by providing the administrative support services to the provincial manager and other officials in the provincial office.</p>			
KEY PERFORMANCE AREA			
<ul style="list-style-type: none"> • Assist the Provincial Manager in the implementation of the Community Work Programme and other related projects; • Assist with checking site narrative and outputs reports for accuracy and consistency; Verify all information received and ensure all reports are submitted to the Provincial Manager and other stakeholders on time; • Provide support and oversight to site staff in the development and submission of plans (site business plans, training plans, procurement plans) for the project; • Update the Provincial Manager in terms of daily, weekly and monthly priorities; • Coordinate key monthly report reminders, follow-up on submissions, put together draft calendar of events and activities for Provincial Manager's review, • Support the gradual establishment of a Provincial Office responsible for the management of all TD projects; • Coordinate and schedule internal and external project monitoring and auditing visits; and • Develop and maintain a filing systems for the protection and storage of information and easy retrieval. • Audit all claims from sites and provincial staff before submission for approval by the Provincial Manager for payment. • Provide support to Programmes Administrator, by ensuring that all timesheets are correctly completed and signed by relevant parties before submitted to HO. • Provide Community Work Programme MIS support to all sites in the province including training of newly recruited administrators on the MIS system. • Schedule and coordinate internal and external meetings 			

- Maintain a calendar for planned CWP and other projects activities ahead of schedule and ensure all stakeholders have input and copies.
- To undertake any other tasks, duties or Programmes and Projects which may arise from time to time which are commensurate with the general level of this post and as directed by the Provincial Manager.

QUALIFICATIONS AND EDUCATIONAL REQUIRMENTS

Qualifications and Knowledge

- Minimum 3 years Diploma or equivalent in business administration
- At least 3 years' experience in community project Administration
- Proven experience of working in partnership with communities, community structures, provincial and local government, other NGOs and NGO networks;
- Strong understanding of the CWP MIS system is a requirement.
- Willingness to undertake regular travel.
- Advance knowledge of Micro soft packages
- Experience in staff support.

Application to be sent to Xolisile@Thembaleshdev.org by Monday 27th September @ 12:00 am. On the email subject please specify the position you applying for.

Should you not hear from us by Thursday 30th September, please consider your application unsuccessful.
