



Terms of Reference:

Administrator

Part time, 1 year contract

The Arid Zone Ecology Forum is a Non-Profit Organisation (www.azef.co.za) initiated to focus attention on the problems facing the arid and semi-arid regions in southern Africa as well as the solutions required. The annual Forum provides a platform for managers, landowners, researchers and students of the Southern African Arid Zone to network and share information.

AZEF is looking to recruit an Administrative Assistant to provide support for the organisation. He or she will report directly to the Chairperson.

Title of Post:	Administrative Assistant
Type of duration of contact:	Part-time 12 months (with the possibility of renewal)
Deadline for application:	28 November 2014
Location	Western Cape, South Africa

1. Purpose

The role of the administrative assistant is to ensure efficient and timely operations of the organisation.

2. Primary Duties and Responsibilities

The administrative assistant will provide comprehensive secretarial and administrative support to the Chairperson. The administrative assistant will collaborate with the treasurer as well as the other members of the committee.

The successful applicant will be responsible for:

- Providing general administrative support including but not limited to:
 - Drafting correspondence
 - Maintaining databases and filing systems
 - Organising committee meetings including timely meeting reminders and distribution of materials
 - Taking of minutes
 - Processing of supplier registration forms
 - Processing of payments
 - Maintain the electronic communications network for the organisation and send out notices
- Maintaining financial records including bookkeeping responsibilities
- Day-to-day correspondence and information sharing
- Assist in the preparation of annual NPO reporting
- Assist in the organisation of the annual forum including but not limited to:

- Assist with locating and visiting possible venues
- Preparation of forum budget
- Processing of registration forms and student sponsorship applications
- Processing of abstracts
- Generation of invoices, processing of payments and issuing of receipts
- Venue logistics including liaising with caterers
- Support for the Annual General Meeting including drafting agenda, taking minutes

3. Requirements:

The applicants will be assessed on the basis of the following criteria:

Essential

- Ability to work independently and to maintain flexibility in working hours specifically just before and during the annual forum
- Demonstrate effective organisational skills and the ability to handle work in an efficient and timely manner
- Computer literacy (Microsoft Office, Internet, Dropbox) is essential
- Ability to write in a clear and concise manner and to communicate effectively in both English and Afrikaans
- Be willing to travel
- Be based in or nearby to the Western Cape

Advantageous

- Advanced administrative/secretarial training or supplementary courses
- Bookkeeping or accountancy experience
- Have knowledge or experience in webpage posting (such as Facebook), updating and maintaining websites

4. Minimum qualifications and experience

At least 3 years of administrative assistance experience and preferably experience in providing assistance to Non-Profit Organisations.

5. Submission of applications

Applicants need to submit a covering letter and full CV to Claire Davis (cdavis@csir.co.za) and Wendy Paisley (azef.sa@gmail.com) by the **28 November 2014**.

AZEF reserves the right not to appoint.