



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELlicoe AVENUE, ROSEBANK 2196  
TELEPHONE +27(0) 11 328 4200 FAX +27 (0) 11 447 6053/2089

VACANCY	Senior Administrator
LOCATION	Johannesburg
ROLE PURPOSE :	To provide an effective and efficient administrative support function.
REPORTING TO:	Programme Manager
DURATION	One year

**KEY PERFORMANCE AREAS :**

**Meeting Coordination and Administration**

- Book venues for meetings.
- Distribute meeting notices to participants.
- Manage meeting confirmations.
- Distribute meeting agendas.
- Constantly liaise with and support the programme manager in relation to meeting preparations.
- Distribute meeting documentation electronically.
- Compile manual meeting packs / documentation prior to meetings.
- Makes available meeting packs / documentation on the day of the meeting.
- Ensure attendance registers are available and signed on the day of the meeting.
- Scan and file meeting documents electronically and manually.
- Coordinate all logistical arrangements for meetings by liaising with Supply Chain Management (SCM) on the progress of logistic arrangements for meetings.
- Book electronic equipment for meetings and ensure that it is timeously set up and fully functional.
- Ensure recording of meetings, download recording upon conclusion of the meeting and forward to Supply Chain Management (SCM) for transcription to be done.
- Ensure that the programme manager receives the transcribed minutes from Supply Chain Management (SCM).
- Strictly adhere to the Nedlac Protocols, Policies and Administrative Standard Operating Procedures.

**General Administration**

- Ensure effective record keeping of documents pertaining to the projects.
- Ensure maintenance of an effective filing system.
- Maintain the stakeholder database.

**Customer Service**

- Understand Operations expectations.
- Clarify what is needed for coordinating meetings in relation to processes and timelines necessary to meet quality requirements of Operations.
- Inform Operations on meeting coordination progress.
- Ensure effective and speedy resolution of all queries raised by stakeholders.

<p><b>Adhoc</b></p> <ul style="list-style-type: none"> <li>• Perform any other duties as and when requested.</li> </ul> <p>COMPETENCIES :</p> <ul style="list-style-type: none"> <li>• Good writing skills</li> <li>• Administration and Organising</li> <li>• Communication and Influence</li> <li>• Customer service</li> <li>• Team collaboration and networking</li> <li>• Problem solving</li> <li>• Attention to detail</li> <li>• Time management</li> <li>• Analytical Thinking</li> <li>• Ability to work under pressure</li> </ul>
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QUALIFICATION AND EXPERIENCE	<ul style="list-style-type: none"> <li>• Appropriate qualification at NQF Level 4 or Grade 12.</li> <li>• Office Administration or Secretarial Certificate.</li> <li>• Computer Literacy; MS word, Outlook and Internet Explorer</li> <li>• Minimum 2- 3 years' experience in an Administrative role.</li> <li>• Be able to work in a team and independently when needed.</li> </ul>
REMUNERATION	Negotiable
LANGUAGE	English - Fluent ( Speak , Read and Write)
CLOSING DATE	03 May 2019
CV TO BE SENT TO	<a href="mailto:recruitment@nedlac.org.za">recruitment@nedlac.org.za</a>