



VACANCY

The National Economic Development and Labour Council (Nedlac) is the vehicle by which Government, labour, business, and community organisations seek to cooperate, through problem- solving and negotiation, on economic, labour and development issues and related challenges facing the ecountry. For more information about NEDLAC, please visit our website: www.nedlac.org.za. NEDLAC has the following **Permanent** position:

Administrator: Labour and Development

Reporting Line: Senior Manager: Labour and Development

Location: Gauteng

Closing Date: 20 June 2024

Main Purpose

To provide Programme administration, logistics and coordination support throughout the programme management lifecycle in order to ensure the successful delivery of projects.

Key Responsibility Areas:

1. Meeting Administration

Claim forms for meeting representatives.

- Processing- sending claim forms to delegates to complete and send for sign off.
- Send claim forms to finance
- Keep record of claims submitted.

Meeting Administration.

- Maintain attendance registers o File relevant forms.
- File relevant Forms
- Minute taking o Load and organize meeting to be transcribed through sage where necessary.
- Recording of meeting o Circulation of meeting documents.
- Providing administration support for meetings and events.
- Managing of RSVP, following-up on attendees to ensure quorum.
- Printing and binding of meeting documents, providing it to delegates, ensure meeting venue is in order, where applicable.
- Electronic filing of documents.

Logistical arrangements.

- Management of logistical arrangements (meetings, events, travel, accommodation, and catering), where applicable

2. Project Administration Support

- Updating of registers (Legislation Bills)
- Scan and file of evidence related to the payments processed on server.
- Deal with and follow up on queries from stakeholders relating to projects.
- Escalate queries, where necessary.
- Perform any other duties that may be delegated by the Programme Manager.
- Social partnership coordination: Compile and update names of stakeholders for relevant project structures.
- Engage with Constituency Coordinators on the requests for Constituency representatives to serve on various structures, such as task teams and committees.

Minimum Education:

- Diploma in project management, business related field or administration at NQF 6

Minimum Experience:

- At least 2 years' relevant experience

Knowledge & Skills Required:

- PFMA, Administration, coordination, logistics management
- Computer Skills (Ms Office), Planning and organizing, minute taking, basic report writing.

Remuneration Scale: R446 600.00 per annum (all-inclusive package)

Recruiters of distinction is contracted for response handling for the above vacancies on behalf of Nedlac.

Should you wish to Apply for the above position please use the following email address cvs@recruitersofdistinction.co.za where you can submit your application.

Kindly note that should you not receive a response within 21 days please consider your application unsuccessful.

Conditions of service:

NEDLAC is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore, people from designated groups, including those with disabilities, are encouraged to apply.