Vacancy: Operations Administrator

MIET AFRICA, a regional NGO working in education development, requires an Operations Administrator. This is a 12-month contract position and the successful applicant will be based at MIET AFRICA’s head office in Durban.

Key tasks:
- Perform operational administrative and clerical tasks, including financial data management and filing
- Minute taking
- Manage IT problem reporting queuing system
- Vehicle management and maintenance
- Internet connectivity management
- Support budgeting and bookkeeping procedures
- General office management and maintenance, including tracking stock of office supplies and placing orders when necessary
- Relieve receptionist
- Assist colleagues whenever necessary within Operations.

Requirements:
- Matriculation and have at least commenced study towards a relevant qualification in administration
- Proven experience as an office administrator, office assistant or relevant role
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent computer skills and proficiency in Microsoft Word, Excel and Outlook
- Professional personal presentation
- Excellent communication skills, both written and verbal, at management level
- Information management and attention to detail
- Provide operational administrative and clerical support services in order to ensure efficiency and effectiveness within the organization
- Adherence to systems, procedures and controls that ensure that the accounting records are correctly and accurately recorded
- A demonstrated commitment to high professional ethical standards in a diverse workplace
- Collaborative work style and commitment to meet set deadlines
- Adherence to MIET AFRICA’s confidentiality policy
- Code 8 driver’s licence
- Experience in the NGO environment would be an advantage
Interested applicants should send:

1) A letter of application, clearly stating “OPERATIONS ADMINISTRATOR”
2) Curriculum Vitae (CV)
3) Copy of ID or passport
4) Copy of driver’s license
5) Copy of qualifications
6) Copy of latest payslip

To: applications@miet.co.za

Note:
Incomplete applications will not be considered.
MIET AFRICA reserves the right not to fill the post or to re-advertise to widen the pool of applicants.
The salary package will be discussed with the successful candidate.

Closing date for submission is 25 October 2021.
Only shortlisted candidates will be contacted.