

# ADMINISTRATOR / ASSISTANT ADMINISTRATOR JOB

## PROFILE



ORGANISATION / COMPANY:	<b>South African National Zakah Fund (SANZAF).</b> The South African National Zakah Fund (SANZAF) is one of the leading faith-based, socio-welfare and educational organisations in Southern Africa that strives to facilitate the empowerment of needy families through the efficient collection and effective distribution of Zakah and other Sadaqat in a proactive and cost effective way with dignity, sincerity and a shared responsibility.
REGION:	Pietermaritzburg
JOB TITLE:	Administrator / Assistant Administrator
JOB LEVEL:	Management
SALARY:	Market related
MAIN PURPOSE OF JOB:	The incumbent will ensure the effective and successful management of the organisation in the Pietermaritzburg Region in terms of the overall strategy and organisational model of SANZAF. Your responsibilities will include (but is not limited to) overseeing and managing the operations of various programmes and projects whilst working closely with the Head of Departments and staff, as well as external stakeholders to ensure success and that targets and goals are met.

### Minimum Requirements

Matric

At least three years' experience in a management/administrative role

The applicant must be deeply rooted in the Islamic faith belief system with a good understanding of Zakah

Valid driver's license and own car

Excellent command of written and spoken English.

Confident, assertive and highly professional.

### Preferred attributes

Matric plus related Tertiary qualification

Good understanding of the corporate and NGO sectors.

Effective reporting skills and good proposal writing and presentation skills.

Project/programme management skills

Knowledge of marketing/branding and social media.

Advanced computer and Microsoft Office skills.

Good business and Financial acumen/oversight and a basic understanding of, and drafting of budgets and business/project plans.

Highly responsible, organised and a good planner.

### Key Performance Areas:

1. Manage the staff within the office by ensuring staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counselling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
2. Provide budgets as needed for annual planning or project fundraising proposals.
3. Prepares management/activity reports, presentations, memorandums, proposals and correspondence
4. Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analysing variances.
5. To develop and implement strategies that identifies, generates and maintains growth within the existing donor market as well as identifying new revenue streams.
6. Responsible for the implementation and ongoing maintenance of all office policies and procedures.
7. Improves programmes and service quality; updating procedures; evaluating systems
8. Delegate responsibility to appropriate staff and volunteers to ensure that the day-to-day functions and assigned projects are carried out. Manage the staff & volunteers who are responsible for the specific tasks, assignments, programmes and events.

9. Planning and implementing programmes and projects aimed at ensuring that strategies determined by National Executive Board of SANZAF and its Regional Board is implemented.
10. Ensure that an effective marketing and communication strategy is designed, planned and implemented for all programmes and projects, aimed at ensuring that strategies determined by National Executive Board of SANZAF and its Regional Board is implemented.

The incumbent may be required to perform sundry departmental administration, reports, reviews and other related duties and responsibilities in the course and scope of the employment contract at SANZAF as determined by the Board of SANZAF, and in order to execute the overall strategy of SANZAF as determined by National Executive Board of SANZAF from time to time.

Qualified and interested applicants are invited to submit their CV, certified copies of relevant qualifications and a motivational letter to: [human.resources@sanzaf.org.za](mailto:human.resources@sanzaf.org.za). Your letter should cover the following areas:

Why do you think you are the best candidate for the post?

What is your vision for the organisation and how will you make a difference?

Any other relevant comments

Please do not exceed a maximum of three pages.

***Applicants that do not meet with the criteria will not be considered. If you do not get a response from us within 21 days of submitting your CV then please consider your application unsuccessful.***

Closing date for applications: 14 October 2019