

<b>Salary Band 4A</b>	<b>Project Administrator</b>
Reports to:	Head of CCPS
Duration:	Until 31 December 2025
Duty Station	Hatfield, Pretoria

## 1. BACKGROUND

The **Centre for Cooperation with the Private Sector (CCPS)** was established at the beginning of 2014 to coordinate the **Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ)** South Africa's strategy for cooperation with the private sector. It is an umbrella unit responsible for implementing various regional or global programmes all with the aim to promote private sector cooperation.

The CCPS programmes include:

- **The BioInnovation Africa - 2023-2025** Equitable Benefit-sharing for the Conservation of Biodiversity. The project supports the potential of biodiversity-based, African-European value chains to be exploited for social-ecological change in partner countries.
- The regional component "**ABS compliant biotrade in South(ern) Africa**" (**ABioSA**) - 2021-2024 (co-financed by the Swiss Secretariat of Economic Affairs (SECO). ABioSA's objective is support the development of a resilient economic, gender responsive, Access and Benefit Sharing (ABS) compliant southern African biotrade sector through a systemic competitiveness approach with all the relevant biotrade stakeholders/actors to increase the market access for value-added natural ingredients and products where communities are included.
- **Team Europe Initiative IYBA-SEED** "Investing in Young Businesses in Africa - Supporting Entrepreneurial Ecosystem Development" 2023-2026, with a special emphasis on women and young people. This is a Co-financed project supported by the EU and BMZ.
- The **Employment and Skills for Development in Africa (E4D)** 2023 which aims to create smart, sustainable solutions for economic development promoting micro- and small business development, enhancing skills and employability and supporting inclusive value chains. It seeks to create jobs and improve the employment situation,

together with the recently commissioned started WE4D (Promoting female employment for Africa's green transformation).

- The **Natural Resources Stewardship Programme (NatuReS)** which promotes collective action of multiple stakeholders to protect and manage natural resources while safeguarding investments in key economic zones, creating and securing jobs, boosting awareness of natural resource stewardship to be embedded into key institutions so they can drive policy and practice.

The CCPS requires the services of an administrator that can work under pressure, and in a multifaceted, multidisciplinary environment, delivering high quality outputs timeously for all programmes. The administrator must be able to work independently, as well as within a team.

## **A. RESPONSIBILITIES AND TASKS**

The Project Administrator is responsible for

- procurement of goods organising administrative and logistical aspects of project activities (meetings, workshops, catering etc.)
- logistics (flight, shuttle and hotel bookings, car rentals and assist with travel claims finalisation)
- providing secretarial services for the programmes ABioSA, BIA, E4D and NatuRes,
- ABioSA and BIA receivables
- General office administrative duties
- keep online filing systems and DMS up to date

## **B. TASKS**

### **1. Procurement of goods**

The Project Administrator

- Receives procurement requests from staff members and checks for completeness
- Conducts procurement processes according to GIZ SOPs
- Purchase of goods up to EUR 2500 within the programme
- Procurement in conjunction with the GIZ Office over EUR 2500
- Ensures timely delivery of procurement orders; constant interaction with suppliers
- Quality control and sign off on procured goods and services, invoice check
- Ensures that all procurement documents are correctly filed in reference files, OneDrive and in DMS in line with GIZ's filing rules

- Monitors the availability of stocks (eg sundries) and carries out procurement in accordance with guidelines
- Places online orders for stationary and office equipment (eg Zopp materials, laptops etc)

## **2. Administration**

### The Project Administrator

- Assists with any admin related tasks required by the programme staff
- Provides secretarial services to all CCPS programmes
- Books boardrooms upon request and manages calendar entries
- Prepares meetings and boardrooms (refreshments, orders catering, equipment etc)
- Monitors/orders/purchases office refreshments (e.g. water, tea, coffee, biscuits etc)
- Welcomes and receives of visitors, offering refreshments
- Ensures the office space is tidy and organised
- Participates in administrative team meetings of GIZ
- Prepares and organises information material as/when required for programme staff
- Manages the programmes' car fleet particularly in proper maintenance and cleanness, service and repairs, license disks of cars
- Handles use of project vehicle and monitoring of logbooks
- Manages and coordinates project car calendar/bookings
- Arranges visitor parking
- Reports damage/defects of office furnishings and actions maintenance and repair and coordinates handyman service requests and liaises with contractors
- Coordinates and arranges set up of new office spaces and office furniture installation
- Manages incoming and outgoing correspondence (post/courier national/international) and sends waybill to recipient
- Arranges freight services for transport of equipment (national/international) and sends waybill to recipient
- Takes part in internal/external meetings and assists in documenting these (eg taking minutes)
- Coordinates IT services (creates job cards on request)
- Ensures that IT equipment, computers and software function properly

### 3. Logistics

The Project Administrator

- Implements logistics for all programmes (national / international) flight, shuttle and hotel bookings, car rentals according to GIZ regulations
- Assist with the processing of travel claims, ensures correctness and completeness of travel claims before submission, ,
- Makes photocopies and scans and ensures all travel documents are filed in reference files and DMS in line with GIZ's filing rules
- Monitor and follow up to ensure all flight invoices and travel claims are paid
- Submission of all required travel documentation (boarding passes, flights, shuttles, rentals cars, hotels etc) to GIZ Office to clear receivables
- Supports programme staff with accommodation arrangements
- Arranges accommodation and transport services for short-term experts and visitors.

### 4. Event management

- Organise events, workshops and conferences
- Arranges catering for meetings (internal/external), events and workshops
- Ensures completeness of all original documents eg participant lists, original boarding passes, consent forms for photos/video after event
- Invoice checks for the workshops/events; responsible for obtaining original tax invoices to facilitate advance and final payments and clear receivables and ensures all documentation is correctly filed, quality control of all documents
- Sends out invitations and information packs to delegates
- Generates attendance registers for workshops, events and conferences, ensuring GIZ approved forms/documents are used in line with data protection rules and regulations
- Books drivers for transport of equipment to venues in Gauteng and sends waybill to recipients
- Arranges freight services for transport of equipment national/international and sends waybill to recipients

### 5. Finance and Accounting

- The Administrator
- Manages inventory and assets, and coordinates handover of assets to political partners

- Prepares and checks invoices for procurement with all supporting documentation, and signs off (materially/arithmetically correct) before submitting for payment and bookkeeping
- Assists with clearing of receivables
- Assist with preparation for internal and external audits together with finance officer.

**Other duties/additional tasks**

- The administrative professional works within a team and may be allocated tasks to support the admin and finance team to meet its obligations

**C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE****Qualifications:**

- University degree in relevant specialization and qualification in business qualification Business Administration desirable (equivalent of Business Administration or Masters Business Administration).

**Professional Experience**

- At least 5 years' professional work experience in a comparable position

**Other Knowledge, Additional Competences**

- Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- Drivers licence
- Ability to multi-task and work under pressure
- Good communication skills
- In-depth understanding of procurement processes
- Good understanding of administrative processes
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

#### D. ADDITIONAL INFORMATION

- The position will be based at the GIZ Offices in Hatfield, Pretoria.
- This position is advertised as a 100% full-time position.
- At GIZ, you will be offered global network and an atmosphere that is characterized by diversity, respect and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.
- The position is dependent on the duration of the Bio Innovation Africa programme, which runs until 31 December 2025.

#### E. APPLICATION PROCESS

Suitable candidates should apply by submitting:

- A motivation letter (**max. 1 page**) stating why they should be the preferred candidate, the value added they will bring to the project and their **desired salary range**.
- This should be accompanied by a **detailed CV and indicating their nationality**.

**Applications should be submitted** to: [recruit-pretoria@giz.de](mailto:recruit-pretoria@giz.de), with the email subject line "Application for **Project Administrator**" for the attention of **Head of Human Resource**.

Closing date for applications: **24<sup>th</sup> July 2023**.

**Only shortlisted candidates will be contacted.**

**Applications without a motivation letter will not be considered!**