

VACANCY

Job title:	Project Administrator (Administration) - WRHI - Gophelega
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	Reporting to the Portfolio Manager, the Project Administrator will provide project administration and financial management support to grant funded projects.
Location:	Tshwane
Closing date:	23 November 2021
<p>In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.</p> <p>Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.</p>	

Key performance areas

- Assist Syndicate/Division with preparing and revision of budgets as and when required or requested.
- Assist, co-ordinate and compile all documents required for submission of new proposals and grant applications.
- Assist with project setups on the WHC procure to pay system.
- Capture accounting entries in relation to the subaward as part of the month end processes.
- Assist in the review GL and allocation of project expenditure to correct classification
- Assist with the completion of the contract approval forms.
- Escalate any compliance queries to grant management
- Assist with administration of files to be audit ready
- Marking fixed assets to enable easy identification with assigned asset number as part of month end procedure.
- Assist on annual basis with fixed assets verification undertaken by the division/WHC
- Maintaining up-to date database of sub award contractual agreements, modifications, and key correspondence,
- Update schedule and track sub award programmatic reporting monthly,
- Follow up to ensure financial reports and Invoices are received timeously and are compliant with the donor rules and regulations.
- Conduct preliminary review of financial reports and supporting documentation,
- Follow up on invoicing and payment of sub award invoices with operations coordinators and creditors team,
- Scheduling sub partner meetings, sending out monthly meeting reminders,
- Compile and circulate sub-recipients meeting minutes and sign-off according to specific template standards as and when required.
- Support the compliance review of programme and other project documents to ensure effective administration of the project as and when required,
- Maintaining up-to-date MS Teams/MS OneDrive database of documents for project teams,
- Follow up on narrative reports with Project Managers as stipulated on the relevant donor agreement.
- Contribute to enhancement of collaboration with the project team at all stages in the project lifecycle
- Organize and monitor schedules and see that deadlines are met.
- Coordinate efforts within the team and with outside consultants efficiently.
- Report updates verbally and in written form to line management.
- Demonstrate commitment to project needs and confidentiality continuously.

- Review and update project staff list and organograms, and distribution to line managers monthly.
- Complete any necessary administrative tasks, such as research and email.
- Take ownership and accountability for tasks and demonstrate effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.

Required minimum education and training

- B. Com Accounting or related 3-year National Diploma, Project Management qualification.

Desirable additional education, work experience and personal abilities

- Experience working in a donor funded organization or NGO will be advantageous.
- Knowledge of Microsoft Word and Excel.
- Must have a compatible personality able to deal with donors, sub partners, staff at all levels and external stakeholders.
- Self-motivated, able to work independently and work as part of a multidisciplinary team.
- The environment may at times be busy and need excellent time management skills and attention to details.

Required minimum work experience

- 1 year(s) of Project Administration/Management experience.

Demands of the job

- Highly organized and responsive individual with the ability to work in a high-pressured environment in which year-round donor specific reporting and audits are conducted.
- Should be able to work effectively in a virtual environment and spend long hours sitting and using computer.

Communications and relationships

- Excellent communication skills (both written and oral) and the ability to establish and maintain effective working relationships with other staff, managers, auditors, and donors.

Should you be interested in applying for this vacancy, please apply via the link on the career page. Please include the following documentation:

- ID/Passport, Qualification, CV, and Vaccination card.