14 March 2024

**Technical Administrator**

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| **Job Title:** | Technical Administrator |
| **Department:** | SAWEA |
| **Reports To:** | Senior Technical Advisor |

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| **Main Purpose of Role** |
| We are seeking a highly organized and detail-oriented individual to join our team as a Technical Administrator with a focus on Member and Data Management. The ideal candidate will be responsible for handling a variety of tasks to ensure the smooth and efficient operation of the Knowledge Management Division, with specific attention to the day-to-day administration of the standing committees within this division. |

| **Main Responsibilities (this is not an exhaustive list)** |
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| The Technical Administrator plays a crucial role in providing support to SAWEA's administrative and managerial functions within the Knowledge Management Division. The responsibilities associated with this role are:   1. Clerical Tasks: Perform general clerical duties such as photocopying, filing, and organizing documents. Maintain and update paper and electronic filing systems. 2. Communication Handling: Manage incoming and outgoing communications, including answering phone calls, responding to emails, and routing messages to the appropriate individuals or departments. 3. Scheduling and Calendar Management: Assist in scheduling appointments, meetings, and events. Maintain calendars for executives or team members and ensure that they are aware of their schedules. 4. Data Entry: Input and update information in databases, spreadsheets, and other software. Ensure accuracy and completeness of data. 5. Meeting Support: Assist in organizing and coordinating meetings. This may include arranging venue, preparing meeting rooms, creating agendas, taking meeting minutes, sending reminders and distributing relevant materials. 6. Travel Arrangements: Help with making travel arrangements for staff, including booking flights, hotels, and transportation. Ensure that travel itineraries are well-organized. 7. Customer Service: Assist members, visitors, or employees who may need help with general inquiries or support. 8. Document Preparation: Draft and edit documents, letters, and reports. Ensure that all documents are formatted correctly and adhere to organizational standards. 9. Team Collaboration: Work closely with team members to ensure smooth operations within the office. 10. Record Keeping: Maintain and update records, databases, and personnel files. Ensure that information is stored securely and is easily accessible when needed. 11. Event organisation and administration: Assist with preparation and management of logistics, administration and communication for all SAWEA events and as directed. 12. Ad Hoc Tasks: Handle various tasks and projects as assigned by supervisors or management. This could involve research, analysis, or other administrative projects.   The role of the Technical Administrator is foundational to the efficient functioning of the Knowledge Management Division within SAWEA, specifically the Standing Committees. It requires strong organizational skills, attention to detail, good communication, and the ability to multitask. Over time, as individuals gain experience and skills, they may take on more responsibilities and move into more senior administrative roles within the organization. |

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| **Experience, Knowledge & Qualifications** |
| * Proven experience in office management or administrative roles. * Strong organizational and multitasking abilities. * Excellent communication and interpersonal skills. * Proficiency in Microsoft Office Suite and other relevant software. * Ability to maintain confidentiality and handle sensitive information. * Experience in data management and analysis. * Problem-solving and decision-making skills.   If you are a proactive and results-driven individual with a passion for organizational excellence and data integrity, we invite you to apply for this exciting opportunity. Please submit your resume and a cover letter detailing your relevant experience and skills. |

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| **Remuneration** |
| Contract Structure   * + Full-time   + A 12-month contract, renewable with 6 month probationary period.   + A fixed monthly sum of R20,000.00 total CTC   + Location: Rosebank Johannesburg. |

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| **Location** | Johannesburg |

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| **Completed By** | SAWEA | **Date** | 14/03/2024 |