

BUSINESS UNIT ADMINISTRATIVE COORDINATOR: STRATEGY, INSIGHTS & ANALYTICS

An exciting opportunity exists for a Business Unit Administrative Coordinator in the Strategy, Insights & Analytics Business Unit at South African Tourism's Head office in Sandton. This position reports to the Chief Strategy Officer. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

Key Outputs:

- Plan, organise and co-ordinate diary and meetings for the Chief Strategy Officer
- Manage all internal and external communications including emails, telephones to the Chief Strategy Officer
- Prepare and effectively manage all correspondence from the Chief Strategy Officer ensuring that the documents meet required quality standards
- Develop business unit calendar to coordinate workflow and meetings.
- Support cross-functional business teams on ad hoc tasks and projects and align roles and responsibilities as projects arise
- Plan and prepare business unit meetings, this includes agenda planning and recording of minutes.
- To monitor follow up action taken after the meetings, and maintain a rolling agenda.
- Co-ordinate logistics for boardroom bookings, video and teleconference bookings, google hangout and skype as required.
- Provide support to the business unit with document preparation, format and layout of reports and presentations.
- Create an efficient filing system for the business unit to ensure ease retrieval of information and document by business unit members
- Organise all aspects of travel for the business unit including hotel accommodation, car hire and visas for international travel.
- Arrange detailed travel plans and itineraries, compiling all relevant documents.
- Coordinate the business unit planning process logistics
- Track business unit performance in line with Business plans
- Track business unit audit register in conjunction with Corporate Governance
- Manage the business unit Stakeholder database and monitor engagement plan
- Develop detailed business unit monthly, quarterly and annual reports as per set standards and requirements, legislation and regulations
- Prepare and monitor budget by gathering and organizing financial information for the business unit and keep the business unit advised of significant deviations.



- Prepare and process purchase requisitions on the Oracle system, i.e. invoices, stationery travel requisitions and supplier information.
- Follow up on the procurement processes and ensure that payments are made within the approved business unit budget.
- Partner with HR to coordinate Human Capital related functions within respective business unit

QUALIFICATIONS AND EXPERIENCE

- Diploma, Degree or equivalent qualifications in Business Administration or Office Management
- Minimum 3 to 5 years administrative or office management experience

KNOWLEDGE AND UNDERSTANDING OF

- MS Office Applications (Word, Excel, Access, PowerPoint), Internet, Social Networking
- Government priorities and imperatives.
- Performance monitoring, evaluation and reporting frameworks, systems and processes.
- Communications and information management legislative requirements.
- All Public Service systems.
- Administration and document archiving and management practices

Visit us @ www.southafrica.net

Detailed CV to be sent to : insightsanalytics@southafrica.net

Closing date : **19 January 2018**

**Should you have not heard from us within two weeks after the closing date,
kindly consider your application unsuccessful.
No late applications will be accepted.**

