

ADMINISTRATIVE COORDINATOR: AFRICA HUB

An exciting opportunity exists for an Administrative Coordinator to join our Tourism Execution in the Africa Central, East, and Land markets which is based at our Head Office in Sandton. This position reports to the Regional General Manager: Africa. 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.

Administration:

- Assist in implementing agreed projects according to set requirements;
- Obtain budget votes and relevant information prior to implementing all projects;
- Assist Project Managers in successfully executing business plan objectives;
- Be an administrative point of contact for the Africa Hub team.

Finance Administration:

- Process requisitions and ensure they are loaded timeously;
- Check vote allocations are in line with the description of services;
- Ensure compliance in terms of expenditure;
- Review encumbrances reports, receipt, and close POs in consultation with the project owners;
- Ensure all required documentation adhered to procurement procedures and policies;
- Ensure all documentation are in line with the business plans;
- Submitting staff claims, when applicable.

Supplier Management:

- Liaise with suppliers, agencies, and finance to facilitate the processing of the POs and payment;
- Assist project managers on requirements of supplier registration;
- Ensure the team complies with SAT finance and procurement policies;
- Alert SCM and legal on contracts prior to them expiring;
- Match invoices with contracts to ensure compliance with the agreements;
- Facilitate and liaise with Supply Chain Management regarding market RFPs, where relevant;
- Keep track of communication agency financial thresholds and report quarterly to RGM.

Qualifications and Experience

- Tertiary Admin or related Qualification;
- Marketing / Tourism or related tertiary qualification will be an advantage;
- Competent with Oracle ERP System for finance and procurement.
- Minimum of 2 years marketing or administrative experience or related knowledge of South Africa;
- Competent with MS Office Applications (Word, Excel, Access, PowerPoint), Internet, Social Networking, and related IT environment.

Visit us @ www.southafrica.net

Enquiries	:	Lerato Shawane
Detailed CV to be sent to	:	hr@southafrica.net
Closing date	:	31 March 2023

Should you have not heard from us within two weeks after closing date, kindly consider your application unsuccessful.

**South African Tourism is an equal opportunity employer.
Applications from individuals living with disabilities are welcome.**

No late applications will be accepted.