



SOUTH AFRICAN TOURISM

Job Advertisement

ADMINISTRATIVE COORDINATOR - AFRICA HUB 12 MONTHS FIXED TERM CONTRACT

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.

KEY OUTPUTS:

Administration

- Assist in implementing agreed projects according to set requirements;
- Obtain budget votes and relevant information before 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 before they expire;
- 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.



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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.

KNOWLEDGE AND UNDERSTANDING OF:

- Performance monitoring, evaluation, and reporting frameworks, systems, and processes.
- Communications and information management legislative requirements.
- Public Service systems.
- Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act, and the Labour Relations Act.
- Knowledge of Corporate Governance principles and practices.

Visit us @ www.southafrica.net

Please send your detailed C.V. to : hr@southafrica.net

Closing date : **8 March 2024**

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