

**BUSINESS UNIT ADMINISTRATIVE COORDINATOR:
OFFICE OF THE CHIEF OPERATIONS OFFICER
(*Ultra-organised, Dedicated and Collaborative
Administrator*)**

An exciting opportunity exists for an Executive Assistant/Business Unit Administrative Coordinator in the Office of the Chief Operations Officer at South African Tourism's Head office in Sandton.

We need an ultra-organised, mature and detail-driven individual with an impressive and proven track record of delivering exceptional support in a fast-paced and often sensitive environment. If you possess exceptional organisational skills, impeccable discretion, dedication and a passion for ensuring seamless day-to-day operations, and are interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to raise your hand and apply.

KEY OUTPUTS

- Provide administrative support to the Chief Operations Officer
- 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
- Develop business unit calendar to coordinate workflow and meetings.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Diploma or equivalent qualifications in Business Administration or Office Management
- 8 - 10 or more years in support and administrative or office management experience.
- Experience working in an executive office is a prerequisite

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 : tourismexecution@southafrica.net

Closing date : 31 January 2025

Important note:

People with disabilities are encouraged to apply. Due to a large amount of correspondence, we envisage receiving, only shortlisted candidates will be contacted. Should you have not heard from us Four weeks after the closing date, kindly consider your application unsuccessful. No late applications will be accepted.