

## **ADMINISTRATIVE COORDINATOR**

### **AFRICA CENTRAL, EAST, AND LAND HUBS**

An exciting opportunity exists for an Administrative Coordinator to join our Tourism Execution Business Unit in the Africa Central, East, and Land markets, which is based at our Head Office in Sandton. Be part of this powerhouse team driving over 70% of South Africa's tourist arrivals! The CEL Africa Business Unit is fast-paced, purpose-driven, and passionate about connecting markets, partners, and people across the continent. As the Administrative Coordinator, you'll keep the engine running - ensuring projects, campaigns, and partnerships flow seamlessly. From procurement and governance to travel and reporting, you'll connect the dots, keep systems compliant, and ensure every deadline lands.

This position reports to the Regional General Manager: Africa. If you are organised, proactive, and full of positive energy, this is your opportunity to join a dynamic organisation committed to developing a better South Africa through tourism. We invite you to apply and help shape South Africa's tourism success story.

#### **KEY OUTPUTS:**

##### **Administrative Coordination**

- Provide administrative and coordination support to the CEL Africa Business Unit.
- Maintain organised digital filing and version control for all project, campaign, and supplier documentation.
- Schedule meetings, record minutes, and track action items to closure.
- Maintain and communicate the Business Unit calendar (campaigns, hosting, reporting).
- Support marketing decks, briefs, and stakeholder presentations.
- Draft and format correspondence and reports using Microsoft Office and Canva.

##### **Procurement & Finance Support**

- Process requisitions, contracts, and payments on Oracle ERP, ensuring PFMA and SCM compliance.
- Verify vote allocations, monitor expenditure, and report variances to the RGM.
- Manage and track Open Purchase Orders (POs) and encumbrances; follow up on delivery and closure.
- Maintain a procurement tracker (PO numbers, values, supplier details, payment status).
- Track communication agency thresholds and alert RGM of potential risks.

##### **Governance, Reporting & Performance Tracking**

- Compile and format monthly and quarterly performance reports for Marketing and Communications and Trade.
- Maintain dashboards tracking delivery against APP and DOP technical Indicator Descriptors.
- Monitor tourism performance (arrivals and spend) through consolidated reports from Insights & Analytics.
- Track governance and audit actions, ensuring all submissions meet compliance standards.



**SOUTH AFRICAN TOURISM**

### **Staff Travel, Stakeholder & Project Logistics**

- Coordinate staff travel logistics (flights, accommodation, car hire, visas, itineraries).
- Prepare travel documentation packs (approvals, S&T forms, confirmations).
- Maintain travel and hosting trackers in line with policy.
- Coordinate logistics for trade events, exhibitions, media hosting, and influencer activations with the TMC.
- Support the design of itineraries, event packs, hosting, monthly, and quarterly reports in Canva.

### **Qualifications and Experience**

- National Diploma (NQF 6) in Office Administration, Business Management, Marketing, Tourism, or Equivalent.
- 2-3 years of administrative or coordination experience (preferably in marketing, tourism, finance, or the public sector).
- Proficient in Oracle ERP, Microsoft Office, Teams, SharePoint, Monday.com, and Canva.
- Familiarity with tourism performance indicators (arrivals and spend) and Annual Performance Plan Technical Indicator Descriptors is advantageous.

### **KNOWLEDGE AND SKILLS:**

- PFMA, Treasury Regulations, and governance frameworks.
- Procurement, expenditure monitoring, and compliance.
- Performance tracking, evaluation, and reporting systems.
- Event coordination, logistics, and stakeholder management.
- Brand presentation and visual formatting using **Canva**.
- Strong time management and attention to detail

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Please send your detailed C.V. to : [hr@southafrica.net](mailto:hr@southafrica.net)

Closing date : 05 December 2025

**No late applications will be accepted**

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