



UNIVERSITIES SOUTH AFRICA

Universities South Africa is a national association that represents the interests of the South African public universities through its key roles of advocacy, strategic research and sector support services. Universities South Africa also encourages cooperation among universities and among partners with whom it shares interests. Universities South Africa is based in Pretoria. As a non-profit organisation, Universities South Africa is funded through membership fees and revenues from contract management services and donor agencies.

The Student Success Collaborative Forum seeks to enhance equity by centralising student success across the higher education system through collaboration of all stakeholders. The project aims to draw together public higher education institutions, scholarship and bursary providers, business, government, non-profit organisations and civil society organisations which focus on promoting student success in South Africa. The Director will contribute to the conceptualisation of specific SSCF projects, securing funding, leading and supporting their implementation, including the monitoring and evaluation frameworks of these projects.

ADMINISTRATIVE OFFICER THREE- YEAR FIXED-TERM APPOINTMENT (All-inclusive remuneration package)

Reporting to the Senior Manager, the Administrative Officer provides support to the Student Success Collaborative Forum (SSCF) and ensures that all administrative tasks are handled effectively and efficiently.

Requirements:

- A relevant bachelor's degree or equivalent post school qualification
- At least three years administrative experience performing at a senior management level
- Experience of organising and providing administrative assistance in an office environment
- Experience of handling a wide range of enquiries and in an excellent telephone manner
- Excellent record keeping and filing system
- Experience in organising and planning events such as meetings, conferences and workshops

- Proficient in written and verbal communication skills
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat and Project Management Online.
- Ability to work independently and in a team environment
- Willing and able to travel, if required.

Key Responsibility Areas:

- Provide general office management, support, liaison and hospitality
- Manage financial aspects, e.g. recording and processing invoices for payment and service provider engagement
- Manage and coordinate administrative support and activities; these include but are not limited to liaising with individuals, universities, professional bodies, government departments and other stakeholders
- Manage planning and logistical arrangements for all SSCF events (workshops, seminars, booking venues etc.
- Prepare and collate supporting documentation for SSCF events, meetings and related activities
- Track and process correspondence, record and file documents
- Monitor the submission of SSCF reports and deadlines
- Coordinate responses to invitations to meetings and events
- Assist in collecting content and information from universities and stakeholders, in respect of SSCF contact databases
- Assist with any ad-hoc duties as and when required

Interested candidates should submit a letter of motivation and CV with the names and contact details of at least three traceable referees by close of business on **Friday, 5 March 2021** to the HR Officer, Pearl Mokwena at email address: **recruitment@usaf.ac.za**.

Correspondence will only be entered into with shortlisted candidates. If you have not been contacted within 30 days after the closing date, please consider your application as unsuccessful. People from designated groups, including those with disabilities, are encouraged to apply.

Universities South Africa reserves the right not to make an appointment.

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