



SA FARMERS
DEVELOPMENT
Association



agriculture, land reform
& rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

JOB VACANCY

ADMINISTRATOR x1 – Mbulungwane Trust (Mkuze)

12 months contract

The role of an Administrator

The overall purpose of the role is to handle holistic office administration for the Mbulungwane Trust in Mkuze.

Requirements for the role

- Matric plus Office Administration qualification.
- A minimum of 2-3 years' work experience in relevant fields.
- Microsoft Office practical experience.
- Candidate must be able to demonstrate ability to communicate in both IsiZulu and English.
- Must have a valid driver's licence and preferably own transport

Key Performance Areas

- Responsible for office administration, all hard and soft data records and filing systems, procurement of basic supplies for the project, managing the Trust bank account, responsible for book booking services ,
- Minutes taking, manage bookings for meetings, arranging of transport for meetings, submit travel and seating fee claims for the trustee meetings,
- Monthly reports submission to partners,
- Act as a liaison officer between SAFDA and the Trust and create a separate reporting system for the Department of Agriculture
- "Pre-Trip & Post-Trip equipment in accordance with established procedures and regulations

Application Process

Submit your motivation and CV to hrapplications@sa-fda.org.za clearly demonstrating your suitability for the job and position you applying for. Closing date for the applications is **Friday, 20th July 2022 at 12:00**. Communication will be limited to shortlisted candidates who will be contacted within one week of the closing date.

NOTE: Preference will be given to applicants who reside in Mkuze. No late applications will be accepted. All applicants must be SA Citizens/Permanent Residents.