



SCI-BONO DISCOVERY CENTRE NPC

Tel: +27 11 639 8400 | Fax: +27 11 832 3360 | www.sci-bono.co.za
C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

Project Officer: SSIP (PERMANENT)

JOB PURPOSE

Provide administration support to SSIP project and ensures day-to-day management of the SSIP administrators.

PRINCIPAL ACCOUNTABILITIES

1. Develop and manage the administrators.
2. Provide administration support to the Manager.
3. Consolidate and analyse provincial statistics.
4. Compile and verify learners' transport- learner numbers, busses and the financial implications.
5. Handle queries as and when need arises.
6. Ensure payment of learner feeding and site maintenance by providing required information.
7. Keep and manage the database of all project beneficiaries and service providers.
8. Ensure procurement and distribution of project materials and payment of service providers.
9. Analyse provincial learner feedback forms and compile a report for the Manager.
10. Compile project monthly reports.
11. Assist in ensuring the establishment and sustenance of appropriate administrative systems, structures, mechanisms, processes, and procedure to facilitate the development support and maintenance of the projects.
12. Coordinate the effective delivery of office services such as ICT, telephony, printing and other services.

BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle | Nomndeni Banda
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsohi (CEO)

13. Ensure compliance with statutory and policy requirements when handling contracts, submitting invoices & credit card purchases.
14. Verify independent contractors' invoices and sends to Manager for approvals, then HR.
15. Support the SSIP Manager in carrying out the administration requirement of the SSIP programme.
16. Assist the Manager in collating information.
17. Assist with the approval of district budgets for different programmes.
18. Assist the manager with project budgeting and monitoring the district budgets.
19. Coordinate and consolidate the work of all administrators.

Minimum Requirements:

- Grade 12
- Degree in office management and / or Administration.
- National Diploma or Certificate in Project Management (would be advantageous)

Experience

- 5 years' experience in Office Administration programmes/ projects.
- Minimum of 2 years' experience working on the SSIP Project

Knowledge / Skills

Intermediate knowledge of the Microsoft Package.

- Must understand the full-cycle components of all projects.
- Strong analytical and advanced computer skills
- Good time management and multi-tasking skills and willing to work overtime and weekends.
- Good planning skills
- Good inter-personal relations.
- Analytical thinking and good judgment under pressure are essential,
- Problem solving.
- Self-disciplined, work overtime and under pressure with minimal supervision.

- Resource management skills.
- Good administration skills.

The Sci-Bono Discovery Centre is an equal opportunity employer. Interested and qualified candidates are invited to email or fax a concise CV to the: Human Resources Office recruitment.sci-bono@sci-bono.co.za with Reference Number: REC/VR_202309

Closing date: 02 August 2023.

Disclaimer: Communication will be entered into with short listed candidates only.