

PART-TIME ADMINISTRATIVE ASSISTANT: NMMU SUSTAINABILITY RESEARCH UNIT

The Nelson Mandela Metropolitan University's Sustainability Research Unit (www.nmmu.ac.za/sru) has a contract position available for a part-time administrative assistant. The post is renewable subject to performance. This is a 25-40 hour / week position with opportunities for additional hourly remuneration at NMMU rates, should the agreed hours/week be exceeded over a 30 day period.

The remuneration is in the range R 8 000 - 12 000 per month (5/8 of a full salary) (depending on experience) with annual increments as determined by NMMU Council. The standard NMMU conditions of employment for similar positions apply.

Duties:

1. Be the first point of contact for inquiries from funders, the public and NMMU colleagues
2. Keep track of income and expenses in the various SRU accounts, using appropriate accounting software
3. Administrative and financial reporting to funders and internal management structures
4. Be a 'go-to' person for students, staff and research associates of the Sustainability Research Unit, particularly with regards to:
 - recording and processing financial transactions on the NMMU ITS and liaising with staff in other divisions in that regard
 - processing payments for purchases, transport and accommodation claims
 - booking of venues for workshops and meetings
5. Provide secretarial support for workshops and meetings
6. Develop and put in place appropriate paper-less administrative systems and processes (e.g. forms for bookings, claims, filing systems, contact lists, etc).

Skills required:

- An aptitude for and experience with administration. A relevant post-school qualification will be an advantage.
- Competence with the word processing, spreadsheets, electronic communications and internet
- Knowledge of meeting procedures and documentation.
- A supportive attitude with a love of people.
- A willingness to learn and innovate.

Applicants should please send a CV with contactable references and a covering letter to Professor Christo Fabricius, christo.fabricius@nmmu.ac.za, before 15 December 2014. Interviews will take place early in January and will include a competency test.