

**Job Title:** Field & Facilities Systems Administrator  
**Region:** Kwazulu-Natal/Mpumalanga  
**Location:** Empangeni



**Purpose of Job:**

To support the Trust's operations through design, planning, organising and implementation of effective administration systems.

**Dimensions of Job:**

The post-holder will be responsible for ensuring that stringent administrative systems are developed and managed which effectively support the organisation in the implementation of its various functions. These administrative systems would include asset and fleet management, procurement, communications, regional financial control, and general office management.

The post-holder will hold an integral role within Siyazisiza Trust's KZN & Mpumalanga team and as such will be expected to share knowledge, lessons and expertise across the team.

**Place in Organisation Structure:**

The post-holder will report to KZN Provincial Manager and will form part of the support services team.

**Key Relationships:**

Internal: Financial Director (Johannesburg)  
Executive Director (Johannesburg)  
KZN Provincial Manager (Empangeni)  
KZN Operations Manager (Empangeni)  
National Craft Manager (Mpumalanga)

**Key Responsibilities:**

1. Designing and maintaining an overview of business systems and suggest improvements to business and administration processes.
2. Supporting the design and maintaining of administrative systems to support the effective implementation of Trust's funded programmes.
3. Managing the Trust's fleet of vehicles. This would include the maintenance of Stannic fleet cards, vehicle tracking, vehicle allocation, traffic fines payment and recovery, licence renewal, collate monthly travel log registers, maintain motor vehicle registration documents, services and repairs scheduling, etc.
4. Carrying out routine financial processing to include ordering, invoicing and petty cash, following the Trust's financial policies and procedures.
5. Managing regional procurement requirements and KZN regional store-room. This would include sourcing suppliers, obtaining quotations, arranging deliveries and collection, undertaking stock-takes and inventory control, etc.
6. Providing a professional first point of contact for telephone, email and face-to-face enquiries, answering and filtering calls for the function, and covering reception as required.
7. Making travel arrangements and organising accommodation for staff as and when required.
8. Carrying out routine administrative tasks which may include: maintaining adequate levels of

stationery; reprographics; record keeping; distributing post, and handling routine correspondence.

9. Developing and maintaining filing systems, both electronic and non-electronic.
10. Monitoring and ordering office equipment and consumables.
11. Assisting in the preparation of reports or proposals, including obtaining information from on-line sources. Proof reading of reports or proposals and presentations for errors.
12. To take part in rotated tasks where applicable, playing an active part towards good team working.
13. To support and comply with the organisation's policies and procedures.

**Requirements:**

1. Business management/administration diploma/degree NQF level 6/7;
2. At least two years general administrative and data management experience within the NGO sector (preferably in the field of rural development);
3. Excellent working knowledge of Microsoft Word (Advanced), Excel (Advanced), Outlook (Intermediate) and PowerPoint (Basic); Internet and Typing;
4. Basic understanding of Fleet Management will be an advantage;
5. Fluency in English is essential and proficiency in isiZulu will be an advantage;
6. Code B driver's license will also be an advantage;
7. Ability to coordinate administrative and financial processes within a complex environment;
8. High level of accuracy and numeracy;
9. Self-motivation;
10. Ability to take initiative;
11. Attention to detail;
12. Organisational and communication skills.

**Working Conditions:**

The post-holder would be based in Siyazisiza's KZN office in Empangeni. They would be responsible for administrative oversight in both KZN and Mpumalanga.

**Special Note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder.

Date: January 2017