

PROGRAMME ADMINISTRATOR JOB DESCRIPTION

August 2023



JOB TITLE

Programme Administrator

REPORTING LINE

Operations Manager and WozaWork Programme Manager

COMPANY OVERVIEW:

The Johannesburg Inner City Partnership (JICP) is a Public Benefit Organisation (PBO). We work with all Inner City stakeholders towards a clean, safe and welcoming Inner City in accordance with a partnership agreement with the City of Johannesburg. Our services include government advocacy and lobbying, stakeholder engagement and coordination, placemaking facilitation, precinct planning, fundraising and fund management, supporting emerging enterprises and promoting the Inner City as a vibrant place to live, work, study and play. We work in a variety of sectors, such as urban management, job creation, homelessness, public space, property, heritage and urban farming.

The success of our two key job creation programmes, WozaWork and the Social Employment Fund (SEF), relies on effective administration. These programmes are at the core of our efforts to create meaningful employment opportunities and drive positive social impact in our Inner City villages.

JOB OVERVIEW:

We are seeking an efficient and detail-oriented Administrator to join our team and assist in the administration of our job creation programmes. As an integral member of our organisation, you will be responsible for managing administrative tasks, maintaining accurate records, and supporting the smooth execution of various programmes. Your commitment and dedication will contribute directly to the achievement of our mission and positively impact the lives of the beneficiaries we serve.

SEF: <https://www.jicp.org.za/social-employment-fund/>

WozaWork: <https://www.jicp.org.za/wozawork/>

KEY RESPONSIBILITIES:

- Skilled Participant Management: Manage the two skilled participants allocated to the SEF Programme.
- Programme Administration: Oversee and manage the administrative aspects of the two job creation programmes, including preparing and maintaining programme-related documents, contract administration, and participant records on One Drive.
- Coordination and Communication: Act as a liaison between programme stakeholders, ensuring clear communication, scheduling of meetings, and addressing any queries promptly.
- Resource Management: Assist in managing programme resources, including inventory management and other necessary supplies to support smooth program delivery.
- Financial Support: Assist in financial tasks such as processing invoices and maintaining financial records. Collaborate with the Finance Manager as needed.
- Impact Assessment: Collect data, photos, conduct surveys, and assist in impact assessment exercises to measure the success and effectiveness of programmes. Support the team in compiling data and preparing reports.
- Meetings and Workshops: Help coordinate and support Programme meetings and workshops, ensuring logistics are well-organised and that participants have a positive experience.
- Continuous Improvement: Provide suggestions and recommendations to enhance the efficiency and effectiveness of job creation programmes through regular feedback and process improvement initiatives.
- Compliance and Quality Assurance: Ensure adherence to program guidelines,

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organisational policies, and relevant regulations, and conduct periodic quality checks to maintain program effectiveness.

Note: This job description is intended to outline the primary duties, responsibilities, and qualifications of the role. However, it is not an exhaustive list, and other duties may be assigned as necessary to support the goals and mission of the organisation.

REQUIREMENTS

- High school diploma or equivalent qualification is required. Additional relevant certifications or courses in office administration are a plus.
- Proven experience as a programme administrator or a similar role.
- Effective verbal and written communication skills in English, interpersonal abilities to work collaboratively with diverse stakeholders. Excellent proficiency in additional South African languages is advantageous.
- Proficient in Excel and MS Word, and willingness to learn new digital platforms (eg. The Zlto interface, the Kwantu interface).
- Strong organisational and time management skills with excellent attention to detail, the ability to prioritise tasks and meet deadlines effectively.
- Demonstrated ability to work independently and collaboratively as part of a team.
- Analytical mindset and ability to gather and interpret data for reporting and decision-making.
- Passion for the Inner City, social impact and community development.
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INTERNAL ENGAGEMENTS

- CEO
- Operations Manager
- WozaWork Programme Manager
- Placemaking Specialist
- Finance and Corporate Governance Manager
- Marketing and Communications Manager
- Board Members

EXTERNAL ENGAGEMENTS

- Industrial Development Corporation
- SEF NGO Partners
- City Improvement Districts, especially in the Johannesburg Inner City
- JICP Service Providers
- City of Johannesburg
- Provincial and National Government

EMPLOYMENT CONDITIONS

- Fixed term contract for 12 months. 3-month probation period applies. Extension to be considered in terms of performance and budget availability.
- 40 hours per week/8 hours per day. From time to time you will be required to work outside of the normal office hours.
- R15 000 per month, all-inclusive package. Income tax to be paid to SARS by the contractor. An invoice is to be submitted to the JICP before the 24th of each month. The contractor is responsible for covering their travel expenses to and from the workplace, located at The Rand Club, 33 Loveday Street, Marshalltown and to Inner City on-site meetings from time to time. The contractor must provide their own computer for work-related tasks.
- Leave on a similar basis as stipulated in the Basic Conditions of Employment Act.

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HOW TO APPLY:

Interested candidates are invited to submit their CV, along with a compelling cover letter explaining their motivation to work for the JICP. Please send your application to **marketing@jicp.org.za** with the subject line "JICP Programme Administrator Application - [Your Name]." Applications will be accepted until **20 August 2023**. Shortlisted candidates will be contacted for an interview.