



ADMINISTRATIVE SUPPORT SPECIALIST AT THE AGRICULTURAL DEVELOPMENT AGENCY (AGDA)

Position: Administrative Support Specialist (full time; office based)
Reporting Structure: Direct reporting to COO. In COO absence, will report to CEO
Start date: 1 October 2023
Remuneration: Offers will be aligned according to appointee's skill set and experience level

ABOUT AGDA

AGDA is a private, sector led, Non-profit, member-based organisation that has a network of members across the agricultural value chain – commercial farmers; agribusiness; smallholder farmers; commodity organisations; agricultural unions; development finance institutions; financial services sector and others, promoting transformation and inclusive growth in the food and agricultural sector.

DUTIES AND RESPONSIBILITIES

Executive Management support functions:

- Coordinating meetings and managing diaries of Executives.
- Coordinating travel arrangements for Executives.
- Liaise with internal and/or external stakeholders.
- Providing administrative support to internal and/or external stakeholders.

Office functions:

- Daily office operations (answering phones, filing & paperwork).
- Data management and control.
- General Office Management (managing office supplies, answering phones).
- Receiving, welcoming and providing support to visitors.

Events/meetings functions:

- BOD meeting Management for BOD, including preparing relevant BOD packs and arrangement of meeting logistics and requirements.
- Event management and coordination (arranging venues, catering and other event logistics.)

Data management function:

- Correspondence and Document Control
- Supporting Bookkeeping and Budgeting Procedures
- Maintaining financial record keeping, office budget etc

General duties:

- Ad hoc duties as mandated

Knowledge, Skills and Competencies required:

The ideal candidate possesses average to high learning potential, is willing to learn and demonstrates high levels of competence in

- Professional integrity and composure
- Action orientation
- Quality orientation
- Customer service orientation
- Organisational skills with ability to function in ambiguous environment and multi-task

- Problem solving
- Time management skills and prioritisation of work
- Computer literacy in Microsoft 365 (advanced)
- Computer literacy in using other digital platforms and solutions (intermediate)

Qualifications:

NQF-level 6 or higher education and/or portfolio of evidence.

Minimum 3 years' formal work experience

Formal qualification in Office Management and/or Business Administration will be an advantage

Additional requirements:

- Own transport and possession of valid Driver's licence is a prerequisite.

Curriculum Vitae, including two contactable references, may be forwarded to jobs@agda.org.za for the attention of Tessa de Wet. By applying for the position, you consent and agree to AGDA using the provided information according to the Protection of Personal Information Act (nr 4 of 2013), and you consent to undergoing any assessments that may form part of the recruitment process. **Applications close at close of business Monday, 31 August 2022.** Regrettably, we are unable to contact all applicants. If you have not heard from us within 3 weeks of your application, please consider your application unsuccessful.