

PROGRAMME COORDINATOR AT ESTABLISHED INDEPENDENT NGO

BASED AT WITS UNIVERSITY, JOHANNESBURG

The NGO's aim is the preservation, protection and promotion of Africa's ancient fossil heritage and involves the support of education and research programmes across the continent.

This full-time position requires enormous passion for and dedication to science education and research in Africa, including the manner in which science can serve society. It would suit a mature, experienced administrator with proven skills and a willingness and ability to assist with the diverse aspects of this small NGO's needs. The position requires an individual who can perform duties ranging from basic personal assistant tasks to maintenance of high-level donor and trustee relations and assistance with the implementation of new projects under the guidance of the Executive. There will be scope for career growth if an ability to work independently and to bring new, implementable ideas to the project is demonstrated.

Salary negotiable and will depend on level of experience and skill. Applicants will be expected to occasionally work outside of normal business hours and the position is ideal for someone who would like more flexible working hours and is able to work independently.

SPECIFIC REQUIREMENTS OF THE POSITION

- Minimum of five years experience in busy office or NGO environment essential and three contactable, professional references crucial.
- Fluency in English essential with excellent communication skills, both verbal and written.
- Excellent and up-to-date computer skills, including Excel, Outlook, MS Word, and PowerPoint and the ability to manage social media and to perform basic website management.
- Basic accounting skills and financial literacy including the management of office petty cash, account payments and the payroll, plus assisting with compilation of Executive, Board, and donor reports together with the Trustees' statutory annual reports and annual financial statements.
- Management of the NGO's educational theatre project on a day-to-day basis including: management of the performers, booking of educator and learner workshops, compilation of evaluation data and building of relationships with various stakeholders and partners.
- Good interpersonal skills, especially those required for maintaining relationships with the NGO's Trustees and donors.
- Management of bursary and research grant programmes, staff travel and special events.
- Ability to manage fundraising, public outreach and educational events.
- Personal assistant duties to executive including basic deliveries, taking meeting notes, managing diaries, arranging meetings and other appointments, assuring professional appearance of office, arranging refreshments for meetings and other personal chores.

- Managing the maintenance of office vehicles including servicing, repairs and insurance as well as purchasing necessary office supplies and equipment. Standard driver's license required.
- Must possess a valid passport and be willing to travel within Africa.