



**SOUTH AFRICAN
BOOK DEVELOPMENT**

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INVITATION TO SUBMIT AN APPLICATION FOR THE POSITION OF OFFICE MANAGER

The SABDC is the sector representative body for the South African book industry. It aims to increase access to books through a diverse range of strategies and programmes.

The work of the SABDC firmly declares the values and principles required for change and transformation in the South African book industry. Its success has far-reaching positive consequences for the country.

As such, the SABDC is a leading-edge organisation that is working in new and pioneering ways to overcome the most challenging barriers faced by the South African book publishing sector. We therefore require skilled, innovative and leading-edge staff to facilitate and deliver our ambitious vision.

The opportunity below seeks a skilled individual with the necessary drive and passion to fulfil the demands made by this ambitious vision.

**JOB PROFILE
OFFICE MANAGER
2020**

Please send detailed CV to

POSITION

OFFICE MANAGER

REPORTING TO

CEO – SOUTH AFRICAN BOOK DEVELOPMENT COUNCIL

MAIN PURPOSE OF THE JOB

- Manage the day to day administrative and support functions required for the effective and efficient running of the South African Book Development Council.

KEY RESULT AREAS

1. Ensure the implementation and monitoring of administrative systems and processes for the efficient operation of the SABDC
2. Implement and monitor HR Administration
3. Manage funding contracts and deliverables

4. VIP and stakeholder management
5. Management and communication with all external contracts
6. Administrative support to National Book Week
7. Oversee financial reporting and bookkeeping function

COMPETENCIES

CORE SKILLS AND COMPETENCIES

- Excellent written and verbal communication skills
- Excellent organisation skills to prioritise and plan work activities effectively
- High integrity and professionalism
- Ability to work in a high pressured, fast paced environment
- Ability to work independently and handle frequently changing needs
- Ability to follow and implement instruction
- Have good problem solving skills
- Ability to work with culturally diverse stakeholders
- Excellent work ethic
- Self-driven
- Attentive to detail
- Very good time management
- Team player
- Good verbal and written communication

TECHNICAL COMPETENCIES

- Post matric certificate or diploma in Administration or HR
- A minimum of 5 years office management, financial administration and basic HR experience.
- Advanced administration skills
- Valid driver's license, own transport.
- Basic understanding of the development sector in South Africa
- Proficient in English and speak, read and write at least one other official South African language.
- Computer proficiency essential → Word, PowerPoint, Excel, Pastel, Data Management skills

Administration

- Day to day office management
- Assist with company secretarial related admin
- Assess and implement office systems and processes to support all SABDC strategies and programmes
- Assist with board, council and other meeting preparations
- Board, Council and sector calendar management
- Assist with maintaining a professional work environment
- Arrange and take notes at meetings
- Document management and filing

HR Administration

- Meet and liaise with HR consultant to ensure all HR functions and requirements met
- Implement HR Policies and monitor
- Maintain HR files and databases
- Manage payroll and leave
- Ensure all statutory requirements met
- Minute all staff meetings and circulate task lists
- Organise team strategy sessions

Funding Administration

- Create a database of all funders per project and year
- Calendar management of deliverables with CEO and other portfolios
- Collate and coordinate all reporting requirements for funders
- Monitor and ensure all tranche payments
- Ongoing liaison with all funders
- File all funding related contracts and documents.

VIP and stakeholder management

- Update and maintain a VIP database
- Communicate on direction of CEO with VIPs
- Receive and manage all VIPs at SABDC events
- Communicate on direction of CEO with stakeholders groups and leaders
- Document and file and document all communication

External contracts

- Ensure update and drafting of SABDC contracts
- Manage deliverables and quality control
- Procure services as required
- Terminate contracts as required
- Document and file all contracts
- Create service provider database

National Book Week Administration

- Create admin systems with NBW Project Manager
- Calendar management of NBW deliverables
- Database of event staff
- Document and file all event staff contracts and service providers in consultation with Project Manager

- Manage all logistics and travel for NBW

Financial Reporting

- Oversee bookkeeping contract
- Receive and sign off monthly Pastel capturing
- Draft quarterly financial report under direction of CEO
- Assist bookkeeping function with annual audit
- Ensure all statutory compliance