Humane World for Animals

Formerly called Humane
Society International Africa

POSITION:	Specialist, Programs & Policy	DEPARTMENT:	Humane World for Animals South Africa
LOCATION:	South Africa		
PREPARED BY:	Tony Gerrans	DATE:	June 2025
APPROVED BY:	Human Resources	DATE:	

GENERAL PURPOSE OF THE POSITION:

To support the Humane World for Animals South Africa Executive Director and staff in the effective and efficient running of the local office and in the implementation of program and policy strategies to protect wildlife, animals in testing and research, animals on farms, companion animals, and animals in disaster.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Undertake factual and policy research to assist in the development of strategies and advocacy materials for HSI Africa programs. (30%)
2. Attend meetings and events and liaise with external partners and decisionmakers to advance programmatic goals. (5%)
3. Draft contracts, MOUs, grant agreements/reports, budget proposals, budget variance reports, expense reports, programmatic dashboard updates, strategic planning materials, internal reports, project management workflows, and other materials needed for the development and execution of programs. (65%)
4. Performs other duties and responsibilities as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

1. Graduate degree in a field relevant to the administration of animal protection programs and policy required.
2. A minimum of three (3) years of experience in organizational administration work required at a senior management level; five (5) years is preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Commitment to the organization's objectives and mainstream operating style.
2. Knowledge of South Africa's regulatory environment insofar as it relates to advocacy organizations.
3. Document drafting skills, including contracts.
4. Excellent written and verbal communication skills, including public speaking and negotiation. Proficiency in English is essential.
5. Excellent organisational skills.
6. Ability to quickly absorb and communicate complex subject matter to a variety of audiences.
7. Ability to multitask, take initiative, and work effectively as part of a team or independently.
8. A high level of confidence, integrity, and interpersonal skills for effectively interacting with and influencing others, internal and external to the organization, as well as for facilitating meetings and conducting public speaking/presentations.
9. Ability to work patiently and astutely with different stakeholder groups.
10. Computer proficiency with Microsoft Word, Excel, and PowerPoint.
11. Ability and willingness to travel, as needed.

REPORTING RELATIONSHIP:

The position reports directly to the Executive Director Humane World for Animals South Africa.

SUPERVISION EXERCISED: Please indicate the position(s), team(s), or department(s) that this job will directly manage.

No direct personnel management.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderately quiet.

List of typical administrative tasks that will form part of this role

1. Employee Administration
    1.1. Monthly Administration
        1.1.1. Time sheets (mid and month end)
        1.1.2. Leave paperwork (mid and month end)
        1.1.3. Review & Approve Concur expense claims (weekly)
        1.1.4. Payroll administration (monthly)

    1.2. Once offs
        1.2.1. PRF applications
        1.2.2. Recruitment questionnaires
        1.2.3. IT access arrangements
        1.2.4. IT access hardware
        1.2.5. Staff Induction

    1.3. Quarterly / Bi- Annual / Annual
        1.3.1. Job description review
        1.3.2. Contract amendment

    1.4. Travel
        1.4.1. Visa letters
        1.4.2. Redacted bank statements stamped
        1.4.3. Notarised ID
        1.4.4. Review of domestic travel applications
        1.4.5. Approval of expenses post travel

2. Contractors
    2.1. Monthly Administration
        2.1.1. Review invoicing, collate and send to finance and accounting
        2.1.2. Review again and release in Adaptive
        2.1.3. Review monthly reporting on deliverables
    2.2. Annual Administration
        2.2.1. Prepare Annual contracts and amendments
        2.2.2. Arrange for internal PO's (with Donna)

3. Vendors
    3.1. FICA approvals (bank statements, proof of ID, proof of residence)
    3.2. Contract review with OGC
    3.3. Invoice review, collation and submission for payment (weekly)
    3.4. Release for payment (daily)
    3.5. Exception review and follow up on missed or delayed payments, vendor queries

4. Grant Agreements
    4.1. Design, review, negotiate and contract
    4.2. Invoice approval and release for disbursement

5. Banking
   5.1. Bank account queries
   5.2. Bank account paperwork (FICA), stamped accounts etc.
   5.3. Donation transaction queries
   5.4. Staff queries on payments

6. HSI HQ Queries
   6.1. Lobbying expenditures
   6.2. Monthly expense variance analysis
   6.3. Various program and operational queries

7. Program Management
   7.1. Weekly progress review and follow up
   7.2. Monthly analysis of program outcomes vs planned

8. Program Reporting
   8.1. Dashboard preparation
   8.2. Weekly program reporting (TH)
   8.3. Monthly program reporting (FAP, EIC, BCF)