



S O C I A L
P O L I C Y
I N I T I A T I V E

Social Policy Initiative
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The Social Policy Initiative (SPI) is a feminist research think- and do- tank based in Johannesburg. The vision of the SPI is a prosperous and fair society, embracing just mitigation and adaptation, where people live active and productive lives, have access to land and assets and a sufficient and dignified lives. The main function of the SPI is research and analysis focusing on social policies to advance income security for all, to reduce poverty and inequality and to fulfil the Rights in the Constitution and other binding Human Rights Treaties with a feminist foundation.

The SPI wishes to appoint an Office Administrator to ensure that the office operates smoothly and efficiently. This role will also support all SPI staff who work across several our key projects that are aligned to our main function as reflected above. The position will be based in our offices in Johannesburg and is on a length of time equivalent to half of a typical working day.

Responsibilities of the role, include but shall not be limited to:

1. **General Office Administration** – to oversee an overall administrative process and office operations, management of the filing systems, IT infrastructure and design of an innovative administration system.
 2. **Finance and Accounting** – coordination of a finance and accounting process, collation of financial documents, petty cash control, maintain and update asset register, creditors, assist with budget preparations and filing.
 3. **Administrative Support** – support the Executive Director and prepare correspondence as when directed by the Executive Director, reports preparation, coordination and scheduling of appointments, reception of guests (local and international) and provision of assistance to research staff when sensitive and advanced work is required.
 4. **Document management and Record keeping** – maintain a system for record keeping, both electronic and manual in a systematic manner (for internal and external stakeholders).
 5. **Logistics Management** – **plan** all in-house or off-site activities of SPI in an efficient and effective manner, provide support to Board activities and meetings - scheduling meetings, minutes and overall Board functioning, office travel and accommodation arrangements.
 6. **Project Administration Support** - administration support to the projects team in projects execution, tasks scheduling, stakeholder liaison, project risk management and budget control.
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Requirements:

- Relevant tertiary qualification – a Bachelors’ degree in business management, Economics, Accounting or in any related field. An Honours degree will be an added advantage.
- Minimum of five years’ work experience in support to diverse teams working in socio-economic rights related work in South Africa.
- Excellent organizational skills and exceptional attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and stressful environment.
- Proficient with Microsoft Office Suite applications and, or related software.
- Financial management experience in a donor funding environment.
- Demonstrated ability to use initiative and take a proactive approach to work.
- Excellent communication skills, (verbal and writing) and evidence of dealing with diverse stakeholders.
- Good Interpersonal skills.
- Exceptional English writing and communication skills.
- A commitment to social justice and applied intersectional critical theory is a necessary requirement.

Important

- ***Remuneration - SPI is offering an annual salary which is based on a half day working arrangement to a maximum of R172 440 (Annually) CTC, depending on qualifications, experience and in line with SPI remuneration and compensation policies.***
- SPI is committed to promotion of equity and encourage previously disadvantaged candidates to apply.
- Applicants should submit a cover letter along with an up to date CV, certified copies of qualifications and three contactable references.
- Deadline for submission of applications is 10 February 2023.
- Late and incomplete applications will not be considered.
- SPI reserves the right not to fill the position.
- Applications should be mailed to applications@spi.net.za.