

The African Management Development Institutes' Network (AMDIN) is recruiting for the position of Office Manager and Administrator. The position is available as from mid-October at the AMDIN offices in Parktown, Johannesburg. Only candidates in possession of a valid South African work permit or South African citizens will be considered for the position. Applications must reach AMDIN no later than Monday, 28 September 2009.

For full details regarding the job description, requirements and application process please refer to the attached document.

Application Process

Potential candidates should indicate their interest in the position by submitting a comprehensive Curriculum Vita and a cover letter electronically for the attention of Ingrid du Toit at secretariat@amdin.net or fax to +27-08 670 7439. Please supply the names and contact details (e-mails, landline and mobile numbers) of three recent and contactable references. Documentation should reach AMDIN by Monday, 28 September 2009.

Shortlisted candidates will be called for an interview, subjected to a French language test and requested to complete an "in-box" exercise lasting 4 hours at a mutually agreed to time. Qualifications will be verified, a credit check and a criminal record enquiry will be done for short-listed candidates.



AMDIN Office Manager and Administrator

The organisation

AMDIN is a network of African Management Development Institutes (MDIs), Schools of Public Administration and Management, Public Sector Training Institutes (PSTIs) and other Public Administration Institutions (PAIs) based in Africa. The network was formally launched in 2005 and completed all legal formalities regarding its establishment in 2007. The Secretariat of AMDIN is based in Johannesburg, South Africa. The network is represented and active in all five sub-regions of the African continent. AMDIN has links with the African Union Commission, its programme NEPAD and the Conference of African Ministers of Public/ Civil Service. The official languages of AMDIN are French and English.

The overall objective of AMDIN is to facilitate the optimal functioning of African MDIs and to provide a collective platform for these institutions to engage with various stakeholder communities.

Job Description

Introduction

The task of the **Office Manager and Administrator** is to ensure that all AMDIN activities and operations run efficiently by undertaking and coordinating the administrative activities as well as ensuring the smooth running of the office.

In order to do this, the incumbent is required to:

- provide administrative support to AMDIN;
- assist with the organisation of conferences, meetings and other events;
- administer AMDIN's training programmes and capacity development activities;
- assist with the provision of services to member and other MDI's and other organisations; and
- contribute generally to the work of AMDIN.

Duties and Responsibilities

1. Office administration

- Provide administrative support to the CEO of AMDIN by:
 - Developing and operationalising the necessary financial and administrative systems and procedures;
 - Preparing first drafts of reports and other substantive documentation; and
 - Undertaking the day-to-day administration associated with the running of the Network.
- Undertake general office duties, including:
 - dealing with correspondence (electronically and otherwise);
 - drafting and sending standard letters;
 - photocopying and collating papers and mailings;
 - arranging for documents to be printed;
 - monitoring stocks of basic items, for example, stationery, consumables such as ink cartridges for printers; AMDIN publicity material, etc;
 - ordering stationery, periodicals, equipment and other items;
 - arranging travel and hotel accommodation as and when required;
 - recording office expenditure and managing the budget and preparing draft financial and progress reports;
- Assisting with the Human Resource function including, recruitment of new staff, induction and training;



- Involvement in management discussions on the organisation's policies and strategic development as and where required;
- Responding to enquiries and complaints; and
- Anticipate and solve administration related challenges.

2. AMDIN meetings and other events

- Organise meetings of the governing institutions and other meetings.
- Assist with the organisation of conferences, seminars and other events on behalf of AMDIN. This includes:
 - arranging dates and venues;
 - arranging refreshments and other requirements;
 - making bookings, manage registration process, and dealing with enquiries/ logistical requirements from conference delegates.
- Assist with the taking of minutes and notes at meetings, while also taking responsibility for the production and distribution of meeting/ event related material and documentation.

3. Administering AMDIN's training programmes

- This role includes:
 - arranging dates and venues;
 - arranging refreshments, social programme and other logistical requirements;
 - taking bookings, manage selection/ registration process and dealing with enquiries/ logistical arrangements from training delegates;
 - sending out training packs for each event; and
 - maintaining the training database.

4. Membership and external liaison

- Manage the membership registration and dues/ fee collection process.
- Deal with routine telephone and written enquiries from members and other organisations, including requests for briefings, reports and other written materials.
- Assist with the production of publicity and promotional materials, including leaflets, newsletters and the AMDIN annual report.

5. General

- Maintain the AMDIN contact and other Dbases.
- Represent AMDIN at meetings as required.
- Contribute generally to the work of AMDIN, undertaking such other tasks as are appropriate to the nature and scope of the post.
- Support the CEO in all other matters requested from time to time.

Job Requirements

- The job incumbent must be:
 - suitably qualified with at least a B. Degree and preferably have training or experience in project management;
 - excellent verbal and written communication in both French and English will be a pre-requisite;
 - comfortable to build and maintain relations and to communicate with a wide variety of clients and stakeholders;
 - flexible in term of working hours, e.g. in run-up and during major events;
 - available to travel to events elsewhere on the continent;



- a highly organised, self-motivated, reliable person who can work with the minimum amount of supervision;
 - able to solve problems independently and to multi-task;
 - of high personal integrity, able to apply financial control measures;
 - confident with IT and the basic office software packages (Word, Excel, PowerPoint, etc) and
 - in possession of a valid drivers license and possess independent means of transport.
- Knowledge of, and experience in the following, would serve as a recommendation:
 - African society and public sector institutions;
 - Training and human resource development;
 - Multilateral organisations; regional networks and/or not-for-profit organisations; and
 - Events organising.

The position is available as from mid-October at the AMDIN offices in Parktown, Johannesburg. Only candidates in possession of a valid South African work permit or South African citizens will be considered for the position. The employer will be prepared to structure the job to suite the preferred candidate. Salary will be negotiated to a maximum of R360 000 (all inclusive pay package) -- depending on the agreement reached.

