

Portfolio Administrator Level 2
Based in Nelspruit (Mpumalanga) Ref: 26/02/04
Remuneration package: A competitive salary package with benefits

“Our promise to our employees is to give them an opportunity to grow their careers through experiences and connections that inspire them to make an impact”.

ROLE OVERVIEW

Reporting to the **Manager: Strategic Support & Information Analytics**, this role will provide and maintain high-level professional administrative support in an administrative and office operational capacity to ensure and contribute to the overall success of the organization.

THE CANDIDATE PROFILE

- Basic project administration ability;
- Innovative and team player;
- Results-driven individual;
- Strong analytical ability coupled with sound problem-solving skills;
- Uses the functional and technical knowledge and skills to perform routine clerical and administrative duties within policy and procedural requirements;
- Under supervision, performs work that is varied and that may be somewhat difficult in character, but usually involves limited responsibility;
- **Culture fit:** SALGA desires an individual who will share and buy-in, in our core values, mission and vision, demonstrating a commitment to our ethos beyond just doing the job.

QUALIFICATIONS AND EXPERIENCE

- Relevant 3 year Diploma in Office Management / Secretariat or equivalent;
- 2 years' experience in Administrative/ Secretarial capacity at a similar level. Local government will be an added advantage
- A Valid drivers' license & preferably own vehicle (Travel could be required);
- Ability to maintain high-level of accuracy and confidentiality is essential;

KEY PORTFOLIO AND PERFORMANCE FOCUS AREAS

- **Technical Ability:** Handles all confidential information with the necessary sensitivity and responsibility. Independently applies functional or technical knowledge in order to perform higher level clerical, administrative and secretarial duties well within policy and procedural requirements.
- **Secretarial Services:** With minimum supervision, schedule internal & external meetings with higher levels of complexity (diary management, professional communication with participants, booking venues & equipment; handle all relevant logistical arrangements) according to SALGA requirements and within budget. Drafts, prepares and edits responses to correspondence. This includes circulating various notices emanating from the Office of the Chief Officer and monitor adherence to relevant instructions therein.
- **Event Management:** Independent coordination of small to medium-sized events adhering to all quality and budgetary requirements. With some supervision, coordinate some aspects of large (local and international) events/ conferences adhering to all quality and budgetary requirements.
- **Administrative Services:** Ensure accuracy and completeness of administrative records and committee files and ensure a functional and user-friendly filing and record management system. Make recommendations to improve administrative and filing systems, processes and practices for increased effectiveness and efficiency; With minimal supervision, provide higher level confidential administrative services to compose and administer e-mails & correspondence, reports, memoranda and other materials (independent judgement as to content, accuracy and completeness); Monitoring of office supply stocks (e.g. paper, stationery, printer cartridges etc.); Perform regular stock taking exercises to ensure office supplies are readily available to employees.

- **Cluster Secretariat Services:** Meeting coordination and scheduling; solicit inputs for agenda items for staff, management and other executive meetings, record and disseminate minutes of meetings within a set timeframe.
- **Shared Secretariat support:** Provide shared secretariat, administrative and support services to various Portfolios within the Cluster (including tracking of compliance requirements such as performance reviews, gathering and uploading of evidence).
- **Research and Analysis:** Within the research framework and criteria for municipal profiles perform desktop research in line with research agenda. Perform desktop research on identified and prioritised topics, conduct basic analysis on information and summarise findings.
- **Monitoring and Evaluation Support:** Categorise and tracks progress on performance progress for specific deliverables/ programmes/ projects to support effective M&E in SALGA
- **Programme / Project Administration:** Provide programme/ project administrative support across the entire lifecycle of the programme/ project; Update and track programme/ project progress; Keep manager aware of the status of programmes/ projects being managed, including timeframes and document requirements, and key operational issues through formal and informal communications (e.g., status reports, e-mails),

Suitably qualified and experienced candidates must apply on www.cvspaces.co.za

Closing Date: 09 March 2026

NOTE: Communication will be limited to short-listed candidates only. SALGA reserves the right not to proceed with the appointment for any of the vacant position. All appointments will be made in line with the SALGA'S

Employment Equity Plan 