**Life Child South Africa**

**Job Description – Office Manager**

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| **Job Title:** | Office Manager – Life Child South Africa |
| **Group:** | Organisation Development |
| **Location:** | Cape Town, South Africa |
| **Reports to:** | Organisation Development Director |
| **Hours of work** | 5 days a week |
| **Nature of contract** | Permanent |

**Main Duties and Responsibilities:**

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| **Key Outputs / Responsibilities** | |
| 1. | **MANAGEMENT**   * To effectively lead, manage and guide staff reporting to the Organisation Development Director. * Coordinate and work with Head Office team to ensure effective organisation functioning. |
| 2. | **REPORTING**   * Internal Reporting to Life Child International (monthly, quarterly and annual reporting) * Reporting to Life Child Partners (monthly, quarterly) * Preparation/facilitation meetings * Preparation of Reports to Government Departments (Projects) * Salesforce Reporting |
| 3. | **COMMUNICATION**   * Manage the Life Child South Africa communications and enquiries * Facilitate gathering of documents for End of Year Sponsor Packs |
| 4. | **EVENTS**   * Oversee event administration * Participation as part of event planning team * Manage events budgets |
| 5. | **FINANCE**   * Compile annual budgets for South Africa Office. * Provide financial reports to Life Child Partners * Arrange Section 18A Certificates for Sponsors and Partners * Management of payment systems (Paygate/Payfast/Snapscan) * Matching of receipts to donors * Monthly review and reconciliation of the year-to-date project reports * Completing Grant Agreements for all inter-office transfers |
| 6. | **SYSTEMS**   * Data capturing of donors, volunteers, beneficiaries into Salesforce CRM system. * Logging of IT issues and coordination * Ordering and control of office stationary and office supplies. * Coordination and accurate record keeping of all donor and beneficiary information * General office maintenance |
| 7. | **HUMAN RESOURCE MANAGEMENT**   * Timely submission of HR leave schedules, sick leave and family responsibility leave. * Ensuring employments are legally compliant and in line with HR Policy. * Accurate and current documentation for HR related functions on file. * Update policies and procedures when required. * To ensure new staff have necessary equipment, systems access, and security tags. |
| 8. | **GOVERNANCE**   * File all legal documents related to capital expenditure (e.g. SA Foster Homes/Projects) * File all Legal Registrations – (e.g. Departments of Education & Social Development) * Ensure all HR related documents are current and in line with South Africa legislation. * Ensure all HR Protocols are observed, understood and implemented by all staff. |

**Person Specification:**

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| **Essential** |
| * Subscribe to Life Child Code of Conduct / Christian principles. * Good management, interpersonal, and team building skills * A strong ability to organise and complete administrative tasks * Deadline and goal-oriented * Able to work independently as well as part of a team * Able to work with relevant systems and programs including Salesforce, Microsoft Word, Excel, Outlook * Strong verbal and written communication skills * Able to communicate effectively and efficiently with relevant stakeholders including partners, sponsors, government departments etc. * Able to learn new skills and problem solve when needed * Represent the values, vision and mission of Life Child through day to day responsibilities. |