



GBVF

RESPONSE FUND

JOB OPPORTUNITY – PROGRAMME ADMINISTRATOR **Two-year Fixed Term Contract**

The Gender-Based Violence and Femicide (GBVF) Response Fund has an exciting opportunity for a suitably qualified individual to join our Programmes team as Programme Administrator.

Economic and social cost of gender-based violence is not only catastrophic to social progress but has inhibiting effects to women leading productive lives in society. South Africa is facing a humanitarian crisis of women and children who live in fear. On the 4th February 2021 President Cyril Ramaphosa launched the multi-sectoral, private sector-led Gender Based Violence and Femicide (“GBVF”) Response Fund1 (“the Fund”) aligned to the National Strategic Plan, in order to strengthen the coordinated national response to the crisis of gender-based violence and femicide in the country. The Fund believes that working with social partners in the private sector, civil society and with philanthropic organisations, can eradicate this social menace and make our communities safe places to live, work, build better human relations and raise healthy families.

ROLE PURPOSE

Reporting to the Programme Manager, the Programmes Administrator will ensure efficient management of programme administration and logistics. It will carry out coordination of programmatic work, administrative, financial management support, procurement as well as supporting the team with planning, communication, reporting and stakeholder engagement processes.

EXPERIENCE AND SKILLS

To be successful for this role you will have a tertiary qualification in Administration or Business Administration or equivalent/similar; at least two years’ experience in an administrative environment, excellent in administrative and organising skills, ability to efficiently manage multiple tasks in a fast-paced environment, hands-on experience in budgeting, procurement, expense tracking and reconciliation, monitoring budgets, reconcile invoices, and ensure adherence to financial guidelines. Strong problem-solving skills, experience managing travel arrangements, procurement, coordination of events. Excellent communication skills, report writing, minute taking, proficiency in Microsoft Suite; advanced digital information communication technology skills. Ability to work well with internal and external stakeholders, familiarity with programming in non-profit organisations. The ability to work in an environment of cultural diversity, build and sustain a culture that enables critical reflection, transparency, dignity, mutual recognition and support.

Application Information:

Preference will be given, but not limited to, candidates from designated groups in terms of the Employment Equity Act. Should you not hear from GBVF Response Fund1 within 14 days of the closing date please consider your application unsuccessful. Communication will be with shortlisted candidates only. Please submit Cover letter and Curriculum Vitae in a single document to hr@gbvresponsefund1.org

Applications close on 5 April 2024 at midnight South African time.