

**OFFICE & FLEET ADMINISTRATOR: North-West Province**  
**REF: NW-FIN008**

**WHO IS HIVSA**

HIVSA is a non-for-profit company established in 2002 and is a strategic partner of Provincial Department of Health and Social development. We innovatively transform and empower individuals, socio-economic and health challenges that burden communities.

**MAIN PURPOSE OF THE ROLE**

The overall purpose of this role is to provide support to the operational activities of the organization ensuring effectiveness and efficiency.

This role is to ensure that the premises, offices, facilities, fleet vehicles and equipment are always working and function efficiently.

The Office and Fleet Administrator is responsible for the administration and implementation of activities to ensure a fair and just working relationship between HIVSA as an employer and its employees.

**Minimum Requirements:**

**Education:**

- Minimum of a matric qualification.
- A diploma in Supply chain management or logistics management would be an advantage.

**Experience:**

- Minimum of 3 years' experience working within an Operations, Logistics, Property, Fleet environment.
- Would be an advantage having worked in a fleet or distribution environment.
- Would be an advantage having worked in an operational environment with facilities, vehicle or maintenance experience.

**Competencies / Skills / Attributes / Knowledge:**

- Demonstrate high work ethic and show strong ownership for the responsibilities of the role.
- Demonstrated ability to develop and manage relationships with a wide range of stakeholders.
- Good decision making and problem-solving skills with the focus on innovation and continuous improvement.
- Excellent communication skills, both written and verbal.
- Detail and accuracy oriented, and ability to analyze data and write reports.
- Good time management skills, ability to prioritize tasks and work towards deadlines and work under pressure.

**Working Environment:**

- Based at HIVSA's Offices located in the North-west province.
- Support program teams based in other regions as and when needed.
- Participate in some level on-site based activities to support program and implementation which include donor or other stakeholder site visits.

**Additional Organizational Requirements:**

- A valid driver's license may be preferred.

Company Registration Number: 2002/006774/08 | PBO Number: 930016997, NPO Number: 141-568 |  
Website: [www.hivsa.com](http://www.hivsa.com) | Facebook: HIVSA | LinkedIn: HIVSA |

Directors: J Chinkumbi, (Chairperson), YP Naidoo (CEO), L Nachito, NC Mohajane, S Mohamed

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**Key Performance Areas:**

- **Strategy** - Inventory Management and Procurement
  - Facilities Maintenance and Space Utilization
  - Fleet Management and Cost Control:
  
- **Financial Management** – Fleet Management , Bank reconciliations
  
- **Stakeholder Engagement and Management** - Building capacity, skills and confidence for internal stakeholders, departments, and managers to operate independently and confidently within their areas of responsibility.
  - To set up, attend and actively engage in management activities and staff meetings to ensure there is a staff understanding and implementation of financial policies and procedures, providing resources and support to advance the objectives of the organization and to set the tone and culture of the organization's values and culture – at an EXCO, MANCO and daily operational level
  
- **Product and Services** - Premises, Offices and Facilities:
  - Support with the daily functioning of the office, its equipment, and surroundings (office equipment, generator, satellite properties, tenant management, storage facilities, relationship with office landlords, office security, etc).
  - Support with regular property and resource inspections and maintenance.
  - Support with ensuring all property and resources are insured and schedules and policies are always updated.
  - Support with ensuring the asset register is constantly updated and maintained.
  
- **Internal Organisational Processes** – Assist in the enforcement of the Fleet Management policy
  - Provide support to the organization on relevant Laws, regulations and matters of compliance.
  - Risk Management processes.
  
- **People Culture** - Provide support, resources, and guidance to other departmental staff members to carry out their duties.
  - Support the team and their performance to support the achievement of program objectives.

**HOW TO APPLY**

- Candidates that meet the requirements and are interested in the position should send motivation letter and CV with three contactable referees to:  
The HR Manager, HIVSA, e-mail: [hr@hivsa.com](mailto:hr@hivsa.com). Use **Ref Nr: NW-FIN008** in Subject line.
  
- **Closing date for application: 3<sup>rd</sup> June 2024** (Whilst all applications will be carefully considered. Only shortlisted applicants will be interviewed. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful.)
  
- **Compliance:** Kindly provide current and relevant references for background checks. All appointments are subject to the preferred candidates obtaining the necessary security clearance, reference checking and competency assessment.

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- **EE:** We embrace employment equity and are committed to the achievement of fair and equal representation of our workforce. Preference will be given to applicants residing in the Northwest Province and candidates from previously disadvantaged backgrounds.