



Business Support Administrator
Johannesburg

Closing date: 28 April 2022

Background

The PCC is an independent advisory body established by the Presidency overseen by a Commission drawn from government, business, labour, NGO, community based and research constituencies. The PCC advises government and social partners on South Africa's climate change response and the long-term transition to a climate resilient and low carbon economy and society. The Commission is required to provide independent expert advice and broker agreement between its social partners on mitigation and adapting to climate change.

Purpose

Reporting to the Chief Operations Officer, the Business Support Administrator supports the Executive management team with a range of support functions such as travel arrangements, report writing and project coordination. These functions are central to the efficient running of the organisation and meeting the objectives of the Presidential Climate Commission.

Responsibilities

Coordination & Administrative Support

- Provide dedicated business support and administrative assistance to the executive team, incl. report writing, writing and editing emails, drafting memos and preparing communications on behalf of the executive.
- Scheduling and diary management for the Chief Operations Officer and Executive Director
- Prepare, format and edit presentations for the Executive team
- Prepare meeting packs and presentations
- Coordinate Team Meeting and take minutes
- Coordinate Organisation-wide calendar
- Set up efficient and effective document management systems and processes

Travel & Logistics

- Manage travel and logistics arrangements for the Executive team in line with procurement requirements.
- Arrange venues and catering
- Administer and submit related expense claims for the Executive.

Business planning support

- Provide support to the executive team to reach and enhance the execution of their responsibilities.
- Keep track of objectives in the business plan and associated deliverables and deadlines.

- Alert individual executive team members to upcoming deliverables and flag priority/urgent ones.
- Coordinate progress reports and share with the team in advance of team meetings.
- Ensure that required business processes are followed and in place, including project documentation, etc,

Requirements

- Graduate with at least three (3) years relevant work experience
- Excellent organisational skills, attention to detail and ability to prioritise
- Deadline driven and works well under pressure
- Diplomatic and upholds confidentiality
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat,
- Professional level communications, presentation and report writing skills

The PCC is striving to build a diverse and inclusive organisation. Preference will be given to applications from African Black candidates.

Please send your CV and cover letter to hr@climatecommission.org.za. For further information, visit www.climatecommission.org.za