



JOB PROFILE

A. Post Information	
Post Title	Administrative Assistant (Legal Services)
Component	Programme Support Division
Location	Head Office
Post Reports To	Head of Legal Services Unit

Job Profile Verification	
Profile Verified By:	Alice Price
Date Verified:	

Job Profile Validation	
Profile Validated By:	Kayum Ahmed
Date Validated:	

Job Evaluation Outcome	
Confirmed Grade:	6
Date Graded:	

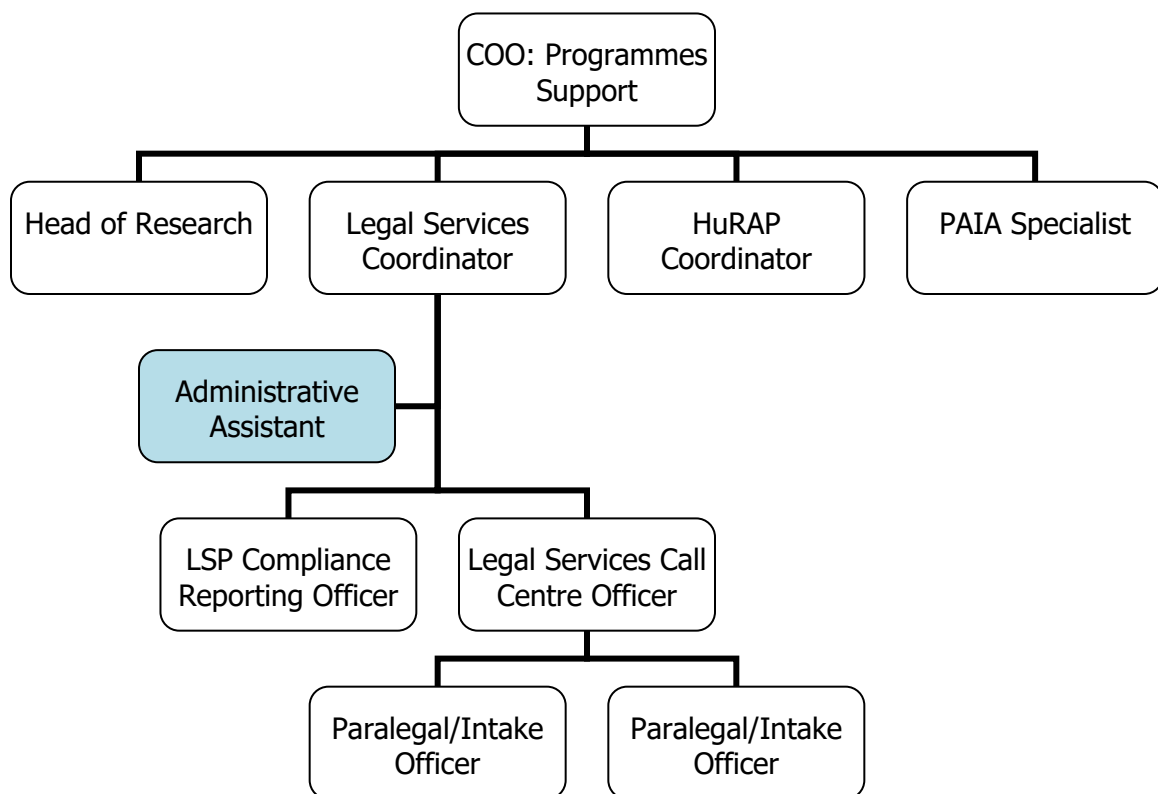
B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

To provide administrative support to the Legal Services Unit

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities

List major activities and contribution to the organisation for which this post is held accountable

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Providing administration service	1.1	General mail and maintenance of the filing system. This includes: sorting mail according to all the files; taking out diarised files and distributing to the responsible officer; keeping a proper record of the file movement from inspection to finalisation; keeping a record of current and closed files and ensuring that files are properly opened, referenced and closed.
		1.2	Ordering and managing the use of stationery by using approved procedures
		1.3	Ensuring the proper maintenance of equipment and assets which includes ensuring that all assets are operational and reporting any faults to the relevant parties
		1.4	Assist with general secretarial services within the unit which includes answering calls, taking and distributing messages, manage the diary of the Head of the Unit, set-up unit meetings and follow-up on resolutions taken
		1.5	Ensuring that new staff members are provided with log in details and receive the necessary IT equipment
		1.6	Assist towards proper maintenance and cleanliness related to house keeping
		1.7	Devise innovative systems to improve the unit's functioning in so far as it relates to the duties contained in this document
2	Providing a general secretarial service	2.1	Prepare and manage fax/letters/memos on behalf of the unit
		2.2	Responsible for outgoing mail and for maintaining the correspondence database
		2.3	Assist with travel, logistics and accommodation arrangements
		2.4	General typing as may be requested from time to time (minutes and agendas)

E. Advisory Responsibility	
<i>Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.</i>	
To Whom	Type of Advice/ Information
None	

F. Accountability	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	• 0
Number of staff indirectly managed	• 0
Financial accountability	• 0

G. Inherent requirements of the Post	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
Skills/ Knowledge/ Behaviour:	
Requirement	Type
Key competencies <i>(This field requires a list of all skills, behaviour and attitude requirements)</i>	<ul style="list-style-type: none"> • Secretarial skills • Administrative skills • Typing skills • Interpersonal skills • Time management • Team player • Good written and verbal communication skills • Good computer literacy and web knowledge • Minute taking
Knowledge and education	<ul style="list-style-type: none"> • Administration/Secretarial Diploma

<p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • Knowledge of human rights issues • Knowledge of PFMA, Treasury Regulations • Knowledge and understanding of confidentiality requirements for the post
<p>Experience <i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • Minimum three (3) years' relevant experience in a similar environment

H. Career pathing	
<p>Next higher position:</p>	<p>Admin support posts</p>
<p>What is required to progress:</p>	<p>Refer to job profiles for requirements</p>

I. Job profile agreement				
<p><i>The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.</i></p>				
<p>We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.</p>				
Title	Name	Employee Number	Signature	Date