

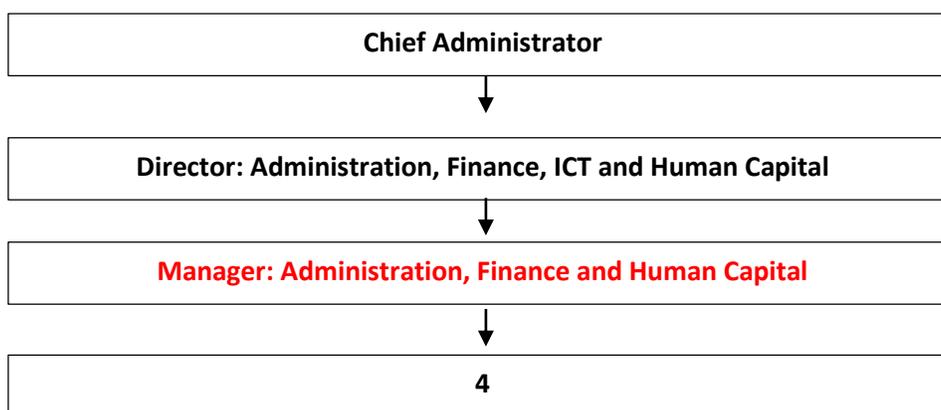
JOB DESCRIPTION



SECTION A: EMPLOYMENT DETAILS

JOB TITLE / POSITION:	Manager: Administration, Finance and Human Capital		
REPORT TO:	Director: Administration, Finance, ICT and Human Capital		
DEPARTMENT /DIVISION/UNIT:	Administration, Finance, ICT and Human Capital		
NUMBER OF DIRECT REPORTS:		WORKING HOURS:	8am – 5pm
COMPLETION / REVIEW DATE:	October 2024	TYPE OF CONTRACT:	12 Months (Temporary)
PATERSON GRADING:	D Band		

SECTION B: HIERARCHICAL POSITION IN THE ORGANISATIONAL STRUCTURE



SECTION C: PRIMARY PURPOSE OF THE JOB (why does the position exist – to achieve what?)

- To ensure our operations run smoothly and improve as NSC grows. Instrumental in the faultless running of the entire organization and will help keep NSC people happy and productive. All the Administration, Finance and Human Capital functions will be under his/her authority, and will make sure NSC team delivers perfect service to the company and its staff.
- A strategist, a hands-on leader, and an exemplary manager to oversee a professional team of specialists and ensure they deliver outstanding results to the NSC.

SECTION D: HIERARCHICAL POSITION IN THE ORGANISATIONAL STRUCTURE

#	DESCRIPTION	
1	Minimum Educational Qualification (NQF Level)	Honor's degree in Finance, Administration, Human Resources or Management or similar qualification at NOF Level 8. A Master's degree is an added advantage.
2	Minimum Experience Required	5 – 6 years of experience in Administration, Finance and Human Capital. At least 5 years' experience in HR, five of which in a supervisory role Expert business and organizational planning ability.
3	Special Requirements	<ul style="list-style-type: none"> ▪ Code B Driving license, an added advantage
4	Skills and Competencies	<ul style="list-style-type: none"> ▪ Demonstrate ability to think creatively and independently ▪ Strong work ethic and motivation to succeed ▪ Attention to detail ▪ Microsoft Package and Projects management skills ▪ Working knowledge of financial systems ▪ Demonstrate a professional level of verbal, written and listening skills ▪ Work - well with a team ▪ Strong knowledge of financial skills

SECTION E: KEY PERFORMANCE AREAS

#	Key Performance Areas	Critical Tasks	Performance Indicators
1	Administration, Finance and Human Capital Management	<ul style="list-style-type: none"> ▪ Planning Administration, Finance and Human Capital activities annually ▪ Setting, monitoring, and achieving HR targets ▪ Managing recruitment, onboarding, and exit procedures ▪ Overseeing the payroll function ▪ Ensuring full compliance with company policies and procedures ▪ Managing employee relations ▪ Running the office and facilities management functions ▪ Leading the Administration, Finance and Human Capital team 	<ul style="list-style-type: none"> ▪
2	Reports preparations and presentation	<ul style="list-style-type: none"> ▪ Prepare financial reports, and ensure that all financial transactions are conducted legally and ethically. 	

It is hereby acknowledged that this job description is a broad indication of the work the job holder is required to do. The job holder may be required to undertake other duties that can be reasonably expected from him/her, particularly when others are absent from work. No job title or job description can be regarded as a precise specification of duties but should be a guide to main responsibilities.

SECTION F: PRIMARY FEATURES OF THE JOB

1	TYPICAL DECISIONS TAKEN (Define Complexity)	Defined complexity.
2	SUPERVISION REQUIRED (Daily, Weekly, Monthly)	Weekly and Monthly.
3	PRESSURE OF WORK / PHYSICAL EFFORT (Normal, Variable, Consistently High)	Pressure is normal to variable.
4	WORKING CONDITIONS (Office, Field, Machine Shop, etc.)	Office 90% and 10% field.

SECTION G: JOB SIGN-OFF

		SIGNATURES	
F BAND	TOP EXECUTIVE MANAGEMENT Chief Administrator:		DATE:
F BAND	DIRECT SUPERVISOR:		DATE:
	JOB-INCUMBENT:		DATE: