

- [Reference #: DBN002670/YD](#)
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9 Oct '20

**Administrator (36 month contract)**

**Apply**  
**NGO, KwaZulu Natal Durban**

**R 15 000 - R 17 000 Monthly**

Administrator, 3 year contract. This is a highly sensitive project requiring the utmost level of sensitivity, humanity and maturity. This role requires an individual with an open mind and the ability to embrace a multi cultural environment, focusing on the topic of migration of individuals within Africa. An impactful project which is aimed for the betterment of South African culture.

The candidate must have the following experience:

- Scheduling project meetings
- Track project expenses
- File relevant reports
- Provide secretarial support the project team
- Develop and update database of service providers for the project regularly
- Must have drivers licence
- Must have relevant Financial Management Degree
- Must have experience in bookkeeping, financial management and budgeting experience
- Proficient in Microsoft packages especially Excel

Must be available IMMEDIATELY

**Ad Visible Until:** 13 October 2020

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**Vacancy Type:** Permanent