



VACANCY

ADMINISTRATOR

The Orange River – Karoo Conservation Area (ORKCA) is seeking to employ a suitably qualified and experienced **Administrator** to its operations.

About ORKCA:

ORKCA is a Namibian non-profit management organisation, supporting a Target Conservation Area (CA) comprising an initial 160,000 hectares of stunning wilderness in southern Namibia with a mission to ecologically restore and rewild the wider Orange River Karoo ecosystem. ORKCA's aim is to work in partnerships with landowners in the Target Conservation Area for restoration and conservation, by providing critical habitat for endangered, rare, and unique species. Its vision is a vast connected and rewilded conservation landscape representative of the unique Orange River – Karoo ecosystem with free-roaming wildlife that benefits all stakeholders, with a specific focus on local landowners and neighbouring communities.

Overview of the Position:

- **Purpose:** The purpose of the position is to contribute towards ORKCA's strategic objectives by providing efficient and effective administrative, secretarial, and human resources services to the ORKCA executive and operational staff at the Karasburg office.
- **Location & Tenure:** The role of the Administrator is a permanent half-day position, based in Karasburg with occasional visits to the target conservation area.
- **Primary Responsibilities:**
(the primarily responsibilities include but are not limited to):
 - Maintaining office supplies and ensure documents are filed in line with standards,
 - Providing administrative support during annual performance appraisal and evaluations,
 - Initiate and respond to correspondence such emails, faxes and letters, and handle telephone calls,
 - Serve as a Recruitment Administrator and keeping record of staff information (IR, Training, Recruitment),
 - Perform clerical functions for the procurement of goods and services and processing the requisite payments,
 - Plan and organise vents, travel arrangements, accommodation, car hire for staff and other stakeholders,
 - Requesting estimated prices of goods/services via quotations and receiving orders and forwarding to suppliers,
 - Serve as a Personal Assistant to the CEO by coordinating her calendar for appointments, meetings, reservations, and
 - Processing of the monthly payroll in line with supporting documents and maintain accurate employee records.

Reporting Line:

The Administrator role effectively reports to the Manager Finance & Administration, but will be required to provide administrative support to the Executive Management team and he/she will work closely with visitors and suppliers.

Requirements for the role:

- A Degree in Business Administration with two (2) years' working experience in a corporate or NGO environment (*or*),
- A National Diploma with three (3) years' working experience in a corporate or NGO environment (*or*),
- Passed Matric with 25 points with four (4) years' working experience in a corporate or NGO environment, and
- Must be a resident / native of Karasburg or the surrounding areas - (*very strong requirement*)
- Will be required to work from home.

Application Process:

Interested and suitably qualified persons are encouraged to visit our website at orkca.org for more information. Kindly send a Cover letter, CV and supporting documents to recruitment@spiral-limited.com with "ADMINISTRATOR" in the subject line. **The remuneration package will be based on qualifications and experience.**

For enquiries contact: Ms. Hulda Pokolo
Applications close on Friday, 24th May 2024 – 16:30
Only shortlisted candidates will be contacted for an interview