



FRASER

PART-TIME CONTRACT POSITION: Programme administrator

Fraser Consulting (www.fraserconsulting.co.za) is looking for someone to support with the administration of a few key projects, part-time for the next three months. These projects mostly involve supporting programme participants from across Africa who are receiving training. The role encompasses scheduling, reporting and technical troubleshooting and requires a responsive self-manager with excellent digital literacy, communication skills and attention to detail.

Time: Approximately 10-15 hours a week. This will be spread over a number of days, and the administrator will be required to track and report their time. Some weeks may require more time and there is a possibility that the number of days for this role will grow to a full week. Initially, this is three-month contract position.

Budget: R10 000 - R12 000 (depending on hours)

Requirements: The applicant will need reliable wifi, a quiet place to work and their own computer.

The administrator will give support across a number of work streams and the role may entail, among other tasks:

- Scheduling sessions with programme participants and mentors
- Updating and managing databases
- Managing logistics and communications for webinars
- Pulling weekly reports from online course tool, and collating progress reports
- Assistance with tracking project expenses and collating financial reports
- Troubleshooting / basic tech support for programme participants

Requirements:

- Being comfortable with using online tools – Gmail, Slack, Trello, Zoom, Google Drive, Asana and Harvest.
- Excellent written and verbal communication skills in English.
- Detail-oriented and organised.
- Adaptable and able to take initiative within functional authority.
- Positive attitude and client centric.
- Degree or relevant tertiary qualification.
- Willing to work extra hours and take on additional responsibility as required.

Experience:

- Minimum 2 years experience in a similar role
- Working in a start-up environment or with entrepreneurs a bonus.

If you are interested in applying for this position, please email your CV and cover letter to info@fraserconsulting.co.za by Friday, 24 May 2020.