



ADMINISTRATIVE CLERK - JOB PROFILE – TEMPORARY POSITION

ORGANISATION:	South African National Zakah Fund (SANZAF). The South African National Zakah Fund (SANZAF) is one of the leading faith-based, socio-welfare and educational organizations in Southern Africa that strives to facilitate the empowerment of needy families through the efficient collection and effective distribution of Zakah and other Sadaqát in a proactive and cost effective way with dignity, sincerity and a shared responsibility.
DEPARTMENT:	National Office (Salt River)
JOB TITLE:	Junior Administrative Clerk
DURATION:	3 - 6 MONTHS
SALARY:	Enquire within
MAIN PURPOSE OF JOB:	The administrative clerk will assist the National Office with daily administrative and operational tasks.

Minimum Requirements

Matric

Minimum of 2 years' experience in a corporate and/or NGO environment.

Basic understanding of the corporate and/or NGO sectors.

Must be computer literate

Basic Knowledge of Microsoft Outlook, Word, Excel.

Knowledge of social media.

Good command of written and spoken English.

Confident, assertive and professional.

Responsible, organised and a good planner.

The applicant must be deeply rooted in the Islamic faith belief system.

The incumbent may be required to perform some departmental and basic accounting tasks, as well as administration and other related duties and responsibilities.

Qualified and interested applicants are invited to submit their CV and certified copies of relevant qualifications to:
rageema.jacobs@sanzaf.org.za

Closing date for applications: 30 July 2018