



ADMINISTRATOR JOB PROFILE

ORGANISATION / COMPANY:	South African National Zakah Fund (SANZAF). The South African National Zakah Fund (SANZAF) is one of the leading faith-based, socio-welfare and educational organisations in Southern Africa that strives to facilitate the empowerment of needy families through the efficient collection and effective distribution of Zakah and other Sadaqât in a proactive and cost effective way with dignity, sincerity and a shared responsibility.
DEPARTMENT:	East London
JOB TITLE:	General Manager / Administrator
JOB LEVEL:	Management
SALARY:	Negotiable
MAIN PURPOSE OF JOB:	The General Manager will ensure the effective and successful management of the organisation in the East London Region in terms of the overall strategy and organisational model of SANZAF. Your responsibilities will include (but is not limited to) overseeing and managing the operations of various programmes and projects whilst working closely with the Head of Departments and staff, as well as external stakeholders to ensure success and that targets and goals are met.

Minimum Requirements

Matric - Tertiary qualification an advantage

At least five years' experience in a corporate and/or NGO environment, of which at least 3 years has been spent in a Senior Management/Supervisory role.

Good understanding of the corporate and NGO sectors.

Effective reporting skills and good proposal writing and presentation skills.

Knowledge of marketing/branding and social media.

Excellent command of written and spoken English.

Advanced computer and Microsoft Office skills.

Good business and Financial acumen/oversight and a basic understanding of, and drafting of budgets and business/project plans.

Confident, assertive and highly professional.

Highly responsible, organised and a good planner.

The applicant must be deeply rooted in the Islamic faith belief system with a sound understanding of Zakah.

The incumbent may be required to perform sundry departmental administration, reports, reviews and other related duties and responsibilities in the course and scope of the employment contract at SANZAF as determined by the Board of SANZAF, and in order to execute the overall strategy of SANZAF as determined by National Executive Board of SANZAF from time to time.

Qualified and interested applicants are invited to submit their CV, certified copies of relevant qualifications and a motivational letter to: human.resources@sanzaf.org.za. Your letter should cover the following areas:

Why do you think you are the best candidate for the post?

What is your vision for the organisation and how will you make a difference?

Any other relevant comments

Please do not exceed a maximum of three pages.

Applicants that do not meet with the criteria will not be considered. If you do not get a response from us within 21 days of submitting your CV then please consider your application unsuccessful.

Closing date for applications: 06 June 2019