

SANZAF EAST LONDON - OFFICE ASSISTANT - JOB PROFILE

ORGANISATION / COMPANY:	South African National Zakah Fund (SANZAF). The South African National Zakáh 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 Zakáh and other Sadaqát in a proactive and cost effective way with dignity, sincerity and a shared responsibility.
DEPARTMENT:	Regional Office
JOB TITLE:	Office Assistant
SALARY:	Enquire within
MAIN PURPOSE OF JOB:	The office assistant will assist and support the Regional Administrator with the daily administrative and operational tasks to ensure success and that targets and goals of the organisation are met.

Minimum Requirements

Matric

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

Basic understanding of the corporate and NGO sectors.

Must be computer literate

Basic Knowledge of Microsoft Outlook, Word, Excel.

Basic bookkeeping knowledge

Good command of written and spoken English.

Confident, assertive and professional.

Responsible, organised and a good planner.

The applicant must give practical expression to the Islamic faith.

S.A. Valid Driver's Licence

The incumbent may be required to perform sundry departmental administration 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

Closing date for applications: 06 June 2019