

# Exciting and challenging position

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As the development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders. The following position is available to an achievement-orientated individual with initiative and a commitment to give substance to this vision.

**JDA offers market-related salaries commensurate with qualifications and experience.**

## Development Coordinator

**Purpose of the position:** Coordinate all administrative functions for the Department in the execution of all identified projects within the Portfolio.

**Key responsibilities:**

- Provide administrative support to Development Managers so that Administrative procedures are carried out effectively with respect to tender, evaluations and contract management by:
  - \* Assisting DM by completing compliance and responsiveness matrix
  - \* Tagging tenders received
  - \* Ensuring tender CDs are available on the date required
- \* Controlling the submission of contract documentation as required by SCM (including letters of regret) and compliance/ approval by SCM within one month of award
- \* Making photocopies where required (to ensure an effective administrative service is provided to DMs)
- Establish and maintain an effective filing and information retrieval system by:
  - \* Setting up and maintaining a filing system
  - \* Creating files for areas of operations (appointments, legal, etc)
  - \* Archiving documentation relating to current financial year tenders (to ensure that correct information is available as and when required)
- Execute the financial processes involved in the payment of invoices by:
  - \* Obtaining invoices
  - \* Checking invoices for compliance
  - \* Phoning suppliers for any outstanding information on invoices
  - \* Loading all invoices and contracts on DMS
  - \* Submitting invoices to finance for payment and follow up on payment
  - \* Ensuring that all invoices paid are done so in line with SCM regulations
- Collate and prepare meeting packs and minutes through:
  - \* Typing minutes of relevant meetings
  - \* Distributing minutes to all relevant members for checking
  - \* Compiling meeting packs for PMMs (To ensure the timeous distribution of meeting packs)
- Provide administrative support to the DMs by:
  - \* Arranging meetings for DMs
  - \* Arranging transport for suppliers where required
  - \* Arranging refreshments for contractors where required
  - \* Ensuring that Public Liability and Works insurance is in place with the City, per project
  - \* Ensuring public liability by completing insurance forms for each contractor appointed
  - \* Maintaining a supplier database for service providers and making any change on details when required
  - \* Drafting letters of appointment for successful bidders
  - \* Providing administrative assistance to SDM as and when required (to ensure the smooth execution of all functions within the office of the DMs).

**Education and experience required:**

- A diploma in Administration
- 3 years' relevant experience
- Knowledge of SCM practices will be an advantage.

**Please e-mail a detailed CV in MS Word format to [DevCo@jda.org.za](mailto:DevCo@jda.org.za)**

**Closing date:** 30 August 2019

Correspondence will be with shortlisted candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer and the position will be filled in line with its EE targets.

