**PEGASYS** is an advisory group driving developmental impact in emerging economies. We work to solve complex problems and improve overall quality of life. We are trusted advisors and partners to the public and private sector, and support our clients to develop infrastructure and manage natural resources.

**Departmental Administrative Assistant**
The purpose of this role is to provide a wide range of administrative support to the entire Resilience team.

- Full-time position
- Location – Cape Town

**KEY RESPONSIBILITIES**

- Document formatting, finalizing documents for submission using (MS Word; PowerPoint; Excel spreadsheets) and maintaining consistent quality in document presentation
- Proofreading documents and ensuring consistency in terminology & style throughout
- Constructing simple graphics to visually represent written content and enhance / supplement text (using image modification and drawing tools in MS Word, Power Point, Excel etc.)
- Populating document templates with basic structural and style elements (headings, sub-headings, tables of content, tables of figures, lists of tables, lists of abbreviations and acronyms, bibliographies etc.)
- Coordinating travel-related arrangements for team members, including visa applications and appointments, and liaising with travel agent for flights, ground transport, and accommodation bookings
- Managing invoices for projects, including preparing, sending, and tracking invoices to the client, and receiving, tracking, and settling invoices from sub-consultants and project vendors
- Assistance with scheduling meetings for projects, especially in relation to meetings requiring coordination with multiple external entities, partners, stakeholders etc.
- Other administrative tasks as may be needed by team members for project implementation

**QUALIFICATIONS AND EXPERIENCE**

*Required*

- Tertiary education in fields including but not limited to Publishing, Advertising, Communication or similar
- Proven administrative experience and ability to multi-task
- Minimum 5 years’ experience in an administrative role for a fast-paced corporation
- An excellent command of English oral and writing skills
- Strong expertise and demonstrable track record with MS Office suite applications, especially document preparation, formatting and document design

*Preferred*

- Experience in a management or strategy consulting environment will be an added advantage
- A keen interest or previous exposure to any one (or all) of the following areas:
  i. Environmental issues (such as water / climate change / conservation, tender development etc.)
- Additional exposure or certification in office management or project administration
KEY SKILLS AND ATTRIBUTES
This role calls for several specific skills and characteristics in the candidate, including:

- Ability to excel in a fast-paced, dynamic, unpredictable work environment
- Strong work ethic and high standards for achievement
- Results-oriented mindset
- Ability to multi-tasks and prioritize
- Strong inter-personal skills and a pleasant demeanor
- Must be a team player and find comfort working in a collaborative environment
- Effective communication skills, written and verbal
- Attention to detail
- Openness to working demanding hours from time to time
- Desire to contribute towards making the world a better place, and belief that a small group of committed individuals can have a significant impact

SALARY

- Commensurate with experience and qualifications

PREFERRED CANDIDATE PROFILE

- HDI preferred but not a constraining requirement