



Established in 1977

**SECRETARY GENERAL  
BLACK LAWYERS ASSOCIATION**

[Email: secretary@blaonline.org.za](mailto:secretary@blaonline.org.za)

Cell: 073 723 3323

LEGAL EDUCATION CENTRE:

1st Floor Kings, Block 1 Kings Mead Building

The Oval Office Park

Meadowbrook Lane

Bryanston, Johannesburg

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## **ADMINISTRATIVE OFFICER**

The Black Lawyers Association is looking for an Administration officer to service the National office as well as all the provincial offices. The ideal candidate is a mature, proactive, hardworking, self-starter with excellent interpersonal skills.

### **Education and experience**

- Matric or parallel qualification
- Secretarial, Office Administration diploma or certificate would be advantageous
- At least 1 years' experience in a secretarial service-oriented role.

### **Key Tasks and Responsibilities**

The responsibilities of the position include but are not limited to:

- Coordinate and manage the yearly programs of the organisation
- Developing project action plans for review and approval by the NEC
- Facilitating the roll out and implementation of project action items according to agreed timelines and criteria

- Ensure that all resolutions of the organisation are implemented within the required period
- Ordering and keeping record of organisational stationary
- Ensuring that all invoices are paid and file all receipts and proof of payments for accounting purposes
- Arranging National meetings and other events and managing the logistics around these (in conjunction with the the events coordinators) i.e. booking of venues
- Diary management and travel arrangements for NEC members and guests invited by the NEC
- Collating, maintaining, updating and managing the organisation's database and contact details of members
- Managing and distribution of communique to members by email
- Designing and developing certificates of goodstanding for members each year and issuing and distributing certificates annually
- Attend to all incoming calls and handling of general queries from members and other stakeholders
- General administrative duties

### **Knowledge, Skills and Attributes**

The candidate should at least possess the following skills:

- MS Office and Excel

- Project Management
- Excellent interpersonal and customer service skills
- Excellent communication skills
- An understanding of the corporate legal environment
- Decision-making skills
- Strong organising and planning skills
- Self-confidence
- Detail orientation

The successful candidate will report at the office of the General Secretary based in Bloemfontein for a period of 12 months, after which he/she will report to the national office in Gauteng.

**Salary: Negotiable**

**Commencement date : immediately**

Should you be interested in the available position please apply by sending your CV to [deputysecretary@blaonline.org.za](mailto:deputysecretary@blaonline.org.za) by no later than 14 December 2018.

BLACK LAWYERS ASSOCIATION

30 November 2018