



City of Johannesburg  
Johannesburg Development Agency

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**a world class African city**

**Exciting and challenging position**

**www.jda.org.za**  
**www.joburg.org.za**

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 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 for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

This is a 12 months fixed-term contract. JDA offers a market related salary commensurate with qualifications and experience.

#### **DEVELOPMENT CO-ORDINATOR**

##### **Purpose of the position:**

Coordinating of all administrative functions for the department in the execution of all identified projects within the Portfolio.

Provide administrative support to the Development Managers so that Administrative procedures are carried out effectively with respect to tender, evaluations and contract management by:

- Assist DM by completing compliance and responsiveness matrix,
- Tagging tenders received, and
- Ensuring tender CD's 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 1 month of award
- Doing photocopying where required.

To ensure an effective administrative service is provided to DM's. Establish and maintain effective filing and information retrieval system by:

- Setting up and maintaining a filing system
- Creating of files for areas of operations (appointments, legal etc)
- Archive 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 compliances,
- Phoning suppliers for any outstanding information on invoices.
- Loading all invoices and contracts on DMIS,
- Submitting invoices to finance for payment and follow up on payment.

To ensure that all invoices paid are done so in line with SCM regulations.

Collate and prepare meeting packs and minutes through the:

- Typing of minutes of relevant meetings
- Distributing of minutes to all relevant members for checking for minutes.
- Compile meeting packs for PMM's

To ensure the timeously distribution of meeting packs.

Provide administrative support to the DM's by:

- Arrangement of meetings for DM's.
- Arrangement of transport for suppliers where required and
- Arrangement of refreshments for contractors where required
- Ensure that Public Liability and Works insurances are in place with the City per project
- Ensure public liability by completing insurance forms for each contractor appointed.
- Maintaining a supplier database for service providers and do any change on details when required.
- Drafting of letters of appointment for successful bidders
- Provide administrative assistance to SDM as and when required

To ensure the smooth execution of all functions within the office of the DM's

##### **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 [dcportA2019@jda.org.za](mailto:dcportA2019@jda.org.za)

Closing date: 19 February 2019

**Correspondence will be with short-listed 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 position will be filled in line with its EE targets**