

GALA is seeking to fill the position:

Administrator

Closing date applications: Friday, March 12, 2010

Location: Johannesburg, South Africa

Gay and Lesbian Memory in Action (GALA) is a non-profit organisation that has as its main objective the promotion, protection and advocacy of the human rights of lesbian, gay, bisexual, transgender and intersex (LGBTI) people in South Africa. We do so in part through documenting and popularising the lives and histories of LGBTI people.

Based in Johannesburg, we have a small, diverse team of five full time staff members. Our activities include: managing, maintaining and collecting relevant archival material; museum exhibitions, seminars, workshops and other public events; the production of academic research and relevant publications; and education for the Deaf community on HIV/AIDS and human rights.

We are looking for an administrator who is dynamic, politically aware, creative and professional in order to help the organisation achieve its goals. This person should be able to work as part of a team and be committed to the development and promotion of human rights, especially within LGBTI communities in South Africa. We will be giving preference to female candidates from previously disadvantaged groups.

Primary Responsibilities:

- **Finance and accounting:** The administrator is expected to assist with the financial administration of GALA through processing and acknowledging incoming and outgoing funds, the payment of bills, petty cash control, banking, maintaining records of transactions, and assisting with budget preparation.
- **Reception:** The administrator is required to perform reception functions, including fielding incoming telephone calls, welcoming visitors, answering enquiries from the general public, sorting mail, and keeping a record of calls and visitors.
- **Record keeping:** The administrator is expected to maintain systems for record keeping effectively, including updating the office contact database, filing all records in a systematic manner (electronic and hard copy) and backing up computer files as required.
- **Meetings and logistics:** The administrator is responsible for taking minutes of meetings as required; managing the office diary; making office travel and accommodation arrangements, including obtaining quotes and making bookings; and liaising with venues and organisers of events involving GALA staff.
- **Administrative support:** The administrator is further required to provide office support, including managing the use of office equipment and stationary; scheduling appointments; typing; emailing; sorting mail; and distributing GALA's publications and products.

Requirements:

- Matric with a recognized tertiary qualification in administration or five-years equivalent experience in administration;
- Good organisational skills and the ability to prioritise work effectively;
- Prior financial and accounting experience, including sound knowledge of Microsoft Excel;
- Writing skills – including skills required to draft documents and correspondence in English;
- Good interpersonal skills and the ability to work as part of a team;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to handle sensitive and confidential enquiries effectively; and
- Knowledge of human rights issues.

Additional attributes desired (not required):

- Prior experience with the **NGO** sector;
- In addition to English, fluency in one of South Africa's other official languages;
- A valid driver's license.

Remuneration:

The administrator's position at GALA offers opportunity for personal satisfaction and growth, and to provide a much needed service to the LGBT community. The remuneration is competitive and is proportionate to experience.

To apply, submit a CV and letter of motivation by email to anthony.manion@wits.ac.za or nancy.castro-leal@wits.ac.za or by post to P.O. Box 31719, Braamfontein, 2017.