

## **Operations and Administration Manager (Fixed term Contract)**

MIET AFRICA is a dynamic social impact organization committed to improving the lives of children and youth through integrated education and health systems strengthening. We are Durban based but our reach extends to the Southern African Development Community (SADC) Region. We are searching for a temporary Operations and Administration Manager who is passionate about our mission, subscribes to collaborative and ethical leadership, is a strategic thinker and problem-solver, and who approaches life through a lens of care and compassion.

### **Key areas of responsibilities include:**

- Buildings and Facilities
- Records Management
- Organisational Policy
- Fleet Management
- IT/Software/Systems
- Procurement
- General Operations and Administration

### **Experience**

At least 5 years Operations and Administration Manager experience in an NGO.

### **Contract Type**

Fixed Term: ASAP – 31<sup>st</sup> December 2024