

SAINT GILES

NON-PROFIT ORGANISATION FOR PEOPLE WITH DISABILITIES



SAINT GILES – Administrative Assistant

Location: Durban (Prince Street)

About us

Saint Giles is a purpose-driven non-profit creating meaningful work and services for persons with disabilities.

Your duties will be to keep the administration tasks running smoothly and when needed (about 10% of your time), complete short local trips for deliveries, collections and occasional staff transport.

What we offer

- Broad portfolio, with learning and upskilling opportunities
- The chance to make a tangible impact every day
- A values-based culture
- Appropriate NGO-aligned remuneration, with a guaranteed annual 13th cheque

Key responsibilities

- General admin: filing, data capture, document control, finance and HR support, drafting correspondence and minute-taking at meetings.
- Office coordination: reception support, meeting scheduling, room bookings, stationery and vendor liaison and procurement.
- Document support: prepare simple reports/presentations; maintain registers and logs.
- Travel & expense tracking: assist with basic travel bookings and reimbursements. (We do not have petty cash).
- Driving ($\pm 10\%$): local courier drop-offs/collections, bank trips, and occasional staff transport; basic loading/unloading of items.

Minimum requirements

- Matric/Grade 12, with Certificate/Diploma in Office or Business Administration (NQF 5/6) an advantage

SAINT GILES ORGANISATION FOR PEOPLE WITH DISABILITIES (RF) NPC T/A SAINT GILES
Directors: C.D.C.S. Dos Santos, K.C. Kyd, G.S. McDonald, S Reddy (Managing)

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- 3-4 years' experience in office/admin support, with HR/finance/procurement systems and NGO or SME environment an advantage
- MS Office skills (Word, Excel, Outlook; PowerPoint)
- Valid SA driver's licence (Code B/8), clean driving record

Advantageous

- PDP (or willingness to obtain) if staff transport increases
- First Aid / Health & Safety experience
- Basic bookkeeping (requisitions, petty cash, invoices) and basic HR admin/payroll
- Experience with CRM/ERP or document-management systems

Competencies

- Planning & Organising
- Attention to detail
- Excellent communication skills
- Team Collaboration
- Composure - stays calm, clear and professional under pressure
- Proactive, self-driven

How to apply

Email your CV to recruitment@saintgiles.org.za with subject line "Admin Assistant – Your Name".

Closing date: 10 November 2025

Only shortlisted candidates will be contacted.

Equity & Inclusion

Saint Giles is an equal-opportunity employer. Persons with disabilities are encouraged to apply.

POPIA

By applying, you consent to the processing of your personal information for recruitment purposes in line with POPIA. Data will be securely stored and only used for this vacancy.

