



Vacancy: Office and Compliance Co-ordinator

Location: Durban (Prince Street)

The Opportunity

We are seeking a detail-oriented, proactive and highly organised generalist to ensure compliance and governance related record-keeping, deadline management and documentation coordination.

The successful candidate will also be responsible for ensuring the smooth day-to-day administrative operation of the organisation, who will work closely with the Managing Director.

About Us

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

Operating from sites in Durban and Pinetown, we are committed to making a practical difference through inclusive, purposeful employment.

We operate as an NPC and manage affiliated organisations, each with their own regulatory and compliance obligations.

Key Responsibilities

1. Statutory & Regulatory Compliance

- Manage administrative correspondence and filing related to CIPC annual returns and director changes, including drafting cover letters, notifications and follow-up correspondence as required
- Maintain statutory registers and company records for each entity and draft written confirmations or notifications to board members
- Coordinate Department of Social Development annual reporting for NPC/NPO registrations, including collation of required documentation and drafting of covering correspondence submitted with annual reports
- Monitor PBO status deadlines and coordinate submission of supporting documents to SARS in liaison with the Finance Department, including drafting routine correspondence and response letters where required
- Maintain a centralised compliance calendar tracking all statutory deadlines across all five entities

- Support board meeting logistics: prepare agendas, take and distribute minutes and draft formal notices of meetings and written communication to board members
- Liaise with external auditors to schedule meetings and collate document requests, including drafting acknowledgement and follow-up correspondence to audit teams
- Maintain a contracts register, tracking key terms, risks, renewal and review dates, flag upcoming dates to the MD and Finance Department and draft routine correspondence to partners and stakeholders regarding contract-related administrative matters
- Assist with planning for external food safety, health and safety and management audits.
- Submit draft Reports to MD for finalisation.

2. General Office & Administrative Coordination

- Provide direct administrative support to the Managing Director, including drafting correspondence, managing meeting schedules and following up on outstanding action items on the MD's behalf
- Manage day-to-day office operations , including supplies ordering, facilities liaison and drafting routine internal communications and notices to staff as directed by the MD
- Maintain a centralised digital filing system covering both compliance records and general organisational documents, ensuring all correspondence, signed documents and submissions are accurately filed and retrievable
- Co-ordinate board and committee meeting logistics end-to-end: venue booking, catering arrangements, meeting pack collation and distribution and drafting and issuing formal meeting notices and post-meeting communications to board and committee members
- Manage travel bookings and transport arrangements, including drafting related itineraries, booking confirmations and any necessary correspondence with service providers or accommodation venues
- Assist with procurement administration in support of the Finance function: raise requisitions, track invoices, maintain supplier records and draft routine purchase-related correspondence including requests for quotations, order confirmations and follow-up communications with suppliers

3. Ad Hoc & General

- Cross-departmental communication and administrative support
- Any reasonable administrative task as directed by the MD
- Local errands as required



Minimum Requirements

- Diploma or Degree in Business Administration, Compliance Management, Risk Management or a relevant field
- 3 - 4 years' experience in an administrative role with demonstrated exposure to statutory, compliance or regulatory aspects
- Demonstrated experience managing multiple deadlines simultaneously across more than one entity or department
- Sound knowledge of Microsoft Office (Word, Excel, Outlook)
- Valid South African driver's licence (Code B/8) with a clean driving record

Advantageous

- Prior experience in an NPO, NPC or NGO environment
- Familiarity with CIPC's online portal and annual return processes
- Prior experience in managing or supporting DSD reporting processes
- Knowledge of the NPO Act and Companies Act (NPC provisions) at an administrative level
- Exposure to board secretarial support
- Experience with contract administration, compliance management, document management and/or CRM systems

Key Competencies

- Exceptional organisational ability (comfortable managing multiple compliance deadlines across five entities simultaneously)
- High attention to detail and accuracy in record-keeping and documentation
- Sound judgement, discretion and integrity
- Strong written and verbal communication
- Collaborative and calm under pressure, with the ability to prioritise competing demands
- Proactive and self-driven (anticipates compliance requirements rather than reacting to them)

What We Offer

A broad and meaningful role at the governance heart of a purpose-driven organisation

The opportunity to build compliance and administrative systems

NGO-aligned, market-related remuneration including a guaranteed annual 13th cheque



How to Apply

Email your CV to recruitment@saintgiles.org.za with the subject line: **Office and Compliance Co-ordinator - Your Name**

Closing date: 13 May 2026 at 17:00

Only shortlisted candidates will be contacted. Saint Giles is an equal opportunity employer. Persons with disabilities are encouraged to apply.

By applying, you consent to the processing of your personal information for recruitment purposes in line with POPIA.

