



Consider this career challenge at Casidra

Casidra SOC Ltd is a Provincial Government Business Enterprise of the Western Cape, registered as a Schedule 3D company. Our mission is to advance agricultural and economic growth through exceptional project management and strategic programme implementation, in line with our vision to cultivate sustainable and thriving agricultural communities. With a proven track record of unqualified financial audit reports, we are a testament to excellence in management and our unwavering commitment to good governance.

PROJECT ADMINISTRATOR (EVALUATE 7 | FIXED – TERM CONTRACT APPOINTMENT)

Casidra seeks to recruit a Project Administrator who is proficient and skilled in providing effective administrative and support service to the unit.

The successful candidate will report to the Programme Manager: Environmental Sustainability.

KEY PERFORMANCE AREAS INCLUDE, BUT ARE NOT LIMITED TO:

- ✦ Provide professional secretarial and administrative support
- ✦ Diary management of the Programme Manager
- ✦ Coordinate all incoming and outgoing correspondence
- ✦ Liaise effectively with clients, suppliers, staff, and visitors
- ✦ Maintain accurate administration and record-keeping systems
- ✦ Support project implementation and facilitate project meetings
- ✦ Minute-taking of Departmental and Stakeholder meetings
- ✦ Serve as a direct liaison between government institutions, beneficiaries, and the private sector
- ✦ Prepare and issue appointment letters to service providers
- ✦ Monitor service providers to ensure effective project administration and delivery
- ✦ Draft and prepare reports, correspondence, and related documentation
- ✦ Process orders for payment, capital requests, and cash flow submissions
- ✦ Ensure full compliance with tender and procurement procedures
- ✦ Verify that the correct and well-specified tender documentation is utilised

JOB REQUIREMENTS:

- ✦ Matric
- ✦ Relevant tertiary qualification
- ✦ A Project Management qualification would be advantageous
- ✦ At least 5 years previous experience in office administration or a similar support role
- ✦ Proficiency in MS Office Suit
- ✦ Proficiency in English and Afrikaans (both written and verbal)
- ✦ A valid driver's license

Skills: Attention to detail, interpersonal skills, problem-solving skills, effective verbal and listening communications skills, computer skills and deadline-driven.

Attitude: Honest, trustworthy, cultural awareness and sensitivity, flexibility, sound work ethics and ability to work independently.

Remuneration: R 381 600 (TCOE) per annum - The total cost of the remuneration package will be determined based on the candidate's qualifications and experience

Contract duration: Two (2) year fixed - term contract

Suitably qualified applicants must submit a CV, certified copies of the relevant qualification and a certified copy of their ID to the Human Capital Department via e-mail: cv@casidra.co.za.

The closing date for applications is **03 October 2025 @12h00**. Only shortlisted candidates will be contacted.

Casidra is a public entity committed to achieving employment equity and disability targets