



PLAAS Administrator Detailed job description

Closing date for applications: Friday, 23 October 2026.

Purpose

- Provide effective delivery of administrative and operational support services across PLAAS
- Provide direct operational support to the Director, Finance & Operations Manager and PLAAS staff.
- Ensure efficient institutional processes, administration, records management, facilities coordination and organisational compliance.

Key responsibilities

The detailed responsibilities below are organised to align with the six KPAs in the job advertisement.

1. Operational support to the Director, Finance & Operations Manager and PLAAS staff

- Provide administrative and operational support to the Director, Finance & Operations Manager and PLAAS staff.
- Coordinate implementation of operational priorities to support the daily operational running of PLAAS.
- Support implementation of PLAAS strategic and operational objectives and monitor progress on action plans.
- Ensure adequate administrative support to researchers and projects.
- Develop administrative procedures to improve controls and processes.

2. Front-of-house and reception

- Maintain a professional, welcoming and service-oriented reception environment.
- Serve as the first point of contact for guests visiting PLAAS.
- Answer the phone and respond to general email enquiries.
- Coordinate visitor access requirements in accordance with university procedures.
- Manage onboarding of new staff, including email, parking and on-site access, laptop, stationery, and orientation.
- Ensure meeting rooms are prepared and presentable for meetings.
- Coordinate refreshments and hospitality arrangements for meetings, workshops, and visiting delegations.

3. Governance, executive administration, planning and reporting

- Maintain the PLAAS calendar and deadlines, including seminar events, invitations and registration links.
- Convene staff meetings and prepare agendas and minutes.
- Track implementation of decisions and action items from meetings.
- Support annual planning processes.
- Coordinate institutional reporting cycles.



4. Events and travel coordination

- Support the Communications Manager with planning, coordination and management of events, seminars, webinars and related activities.
- Coordinate workshops, conferences, and seminars.
- Coordinate travel arrangements and approvals.
- Monitor event planning timelines.
- Liaise with suppliers and venues.

5. Office supplies, digital platforms, consumables and resource management

- Anchor and maintain PLAAS digital platforms, including Google Workspace, MS Office Suite, Zoom, Slack and other platforms used by PLAAS.
- Monitor stock of office consumables, stationery, and general supplies.
- Track usage patterns and procure timely replenishment of supplies.
- Monitor and manage the use of shared office resources and equipment.
- Liaise with suppliers regarding office supply requirements.
- Identify opportunities for cost savings and improved resource use.
- Support asset verification processes and maintain records of shared office equipment.
- Ensure office storage areas are organised, secure, and appropriately managed.

6. Facilities, records and compliance

- Coordinate office space and facilities requests.
- Action asset management requests for furniture, laptops and equipment.
- Log tasks with UWC Technical Services and monitor service delivery.
- Maintain physical and digital administrative filing systems and institutional registers.
- Monitor asset verification processes.
- Track operational compliance requirements.
- Ensure efficient records management and administrative controls.

7. Supervision and task coordination

- Supervise Student Assistants.
- Prioritise and allocate tasks according to importance and deadlines.