



HEAD OF OPERATIONS AND ADMINISTRATION

Location: Mowbray, Cape Town

Reports to: Programme heads, board of directors

Type: 1 year contract, renewable depending on funding

Introduction

People's Legal Centre (PLC) was founded in 2022 to increase access to justice. We run weekly paralegal training classes to empower community organisers and activists on topics ranging from queer rights to labour law - focusing on the most urgent legal needs in underserved communities. We also hold workshops with sister organisations to tackle specific issues.

PLC has advice offices in Mowbray and Philippi Village, offering direct legal help to those who cannot afford costly representation. We've already assisted many people and communities and will soon be opening up a law clinic.

We're looking for a Head of Operations and Administration to help us grow and improve our operations and bring some structure to our office. If you love defining and implementing processes and getting to shape an organisation from the ground up, this might be the role for you.

What You will be doing

Initially, you will be required to wear many hats, but in the longer term we expect you to hire and outsource where necessary and sensible.

Strategy, Reporting and Governance

- Ensure compliance with all applicable laws and regulations & conducting due diligence occasionally.
- Schedule and manage board meetings, including reporting and presenting to the board.
- Manage compliance and annual reporting with regulatory bodies (like the NPO Directorate, SARS, and CIPC).
- Serve as both the Information Officer and Public officer.
- Develop, implement, and maintain operational policies, procedures, and standards.
- Maintain effective communication with the CEO, board of directors, and other stakeholders.
- Develop systems and procedures to ensure smooth operations.

Financial Management

- Manage annual and quarterly budgets.
- Ensure all departments on track with their budgets.
- Process invoices, initiate payments, and handle financial and operational service providers (banks, accountants, auditors, lessors).
- Manage weekly cash reconciliations and monitor cash flow.
- Keep financial policies updated.

Human Resources

- Manage staff contracts, check-ins, leave, and payroll.
- Onboard and induction of new staff.
- Handle grievances, facilitate training, and ensure HR policies are updated and followed.
- Oversee recruitment of new staff and work with department heads where needed.

General Management

- Manage office operations, supplies, and filing systems.

What We are Looking For

- Experience in the NGO sector: You have managed or played a key part in the

management of an organisation or project in the non-profit sector in South Africa.

● **Financial Acumen:** You're comfortable with budgeting, managing cash flow, and financial reporting.

● **HR Management:** You have experience managing staff contracts, performance, payroll, and HR policies.

● **Strategic Thinker:** You can guide initiatives and develop operational processes.

● **Organised:** You juggle multiple priorities efficiently—reporting, finance, HR, and office management.

● **Clear Communicator:** You're great at keeping everyone informed, whether it's reporting to the Board or liaising with staff and service providers.

● **Compliance:** You know your way around financial policies, HR regulations, and POPIA requirements.

● **Oversight:** You're capable of overseeing fundraising, IT, and strategic development,

Interested candidates must send a motivation letter highlighting your suitability for the role and a CV with contact information of three work-related referees to **MaraisButton & Associates**.

Email: annelie@maraisbutton.co.za

Closing date: 28 October

Contact will only be made with shortlisted candidates.