

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Office Administrator Bloemfontein

PATERSON GRADE: C2

SALARY TOTAL PACKAGE: R308 375 - Percentile R391 529

CENTRE: Bloemfontein

(Ref. WS01/092026)

Job summary:

Office Administrator provides comprehensive administrative, financial, governance, and operational coordination support to the Regional Manager. The successful candidate will coordinate regional administrative processes across the Free State and North West Regional offices, ensuring effective business continuity, regulatory compliance, efficient resource coordination, and high-quality service delivery.

Key Responsibilities include:

- Coordinate regional administrative and operational support across the Free State and North West Regional Offices.
- Coordinate regional procurement planning, contract administration, and resource coordination in accordance with organisational policies.
- Support regional budget planning, expenditure monitoring and petty cash administration and reconciliation.
- Coordinate administrative activities relating to governance, audit preparation, risk management, business continuity and records management activities.
- Prepare, consolidate and submit performance reports, motivations and documentation supporting management and Executive decision-making.

- Coordinate logistical arrangements for regional technical operations, meetings, travel training, and fleet tracking.
- Contribute to continuous improvement by identifying administrative efficiencies and promoting cost-effective business practices.
- Support Occupational Health and Safety compliance and Quality Management System activities.
- Facilitate stakeholder communication and maintain productive internal and external relationships.

Required minimum education / training:

Advanced Certificate in Secretarial / Administration (NQF 5), with some marketing diploma, brand management, basic management skills would be beneficial.

Required Minimum work experience:

A minimum of 2 years' experience in a similar role.

Please Note:

Enquiries for the above-mentioned positions must be directed to: Mr Denny Maluleke, at Tel. (012) 367 6764.

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

Closing Date: 22 September 2026

Important Information for Applicants:

- Recruitment agency submissions will not be considered.
- Applications must include a CV in PDF format.

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE-designated position, and preference will be given to **African: Males and Females, Indian Males and Females, and Coloured Females**. Correspondence will be



limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Weather Service is an equal opportunity employer.

Record Reference	HCM-ADVERT- Regional Administrator: Free State & North West Region
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