

## Executive Assistant

**Organisation:** Southern African Faith Communities' Environment Institute (SAFCEI)

**Location:** Cape Town

The Southern African Faith Communities' Environment Institute (SAFCEI) is a multi-faith environmental justice organisation. We support leaders and their faith communities across Southern Africa to raise awareness, build skills and take decisive action on eco-justice, sustainable living and climate justice.

We are seeking a highly organised, proactive professional to provide comprehensive executive administrative support to the Executive Director, as well as general organisational administrative support.

This role requires an individual with exceptional organisational skills, sound judgement, excellent communication abilities and the capacity to manage multiple priorities while maintaining strict confidentiality. The successful candidate will serve as the first point of contact for visitors and stakeholders, coordinate executive activities, support programme logistics and ensure the smooth day-to-day functioning of the Executive Office.

### Key Responsibilities include inter alia:

- Manage the Executive Director's calendar, appointments and meeting schedule and coordinate Executive meetings, including venue bookings, agendas, presentations and meeting documentation.
- Serve as the first point of contact for visitors, partners, donors and service providers.
- Coordinate domestic and international travel arrangements for the Executive Director and assist with visa applications and travel documentation where required.
- Coordinate procurement administration, including obtaining quotations and liaising with suppliers.
- Coordinate logistics for workshops, meetings and stakeholder engagements.
- Schedule and support virtual meetings using Microsoft Teams and Zoom.
- Provide general logistical and administrative support to the SAFCEI office.

### Ideally you will bring:

- Diploma or Bachelor's degree in Business Administration, Office Management, Public Administration or a related field.
- A minimum of 3–5 years' experience in as Executive Assistant, Senior Office Administrator or similar role.
- Previous experience within a non-profit sector will be an advantage.
- Excellent organisational and administrative skills with strong attention to detail.
- Proficiency in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint and Teams).
- Experience coordinating meetings, events and travel arrangements.
- Excellent written and verbal communication skills.
- Ability to manage confidential information with discretion.
- Strong interpersonal skills and the ability to work with diverse stakeholders.
- Unendorsed Code 8 drivers licence.

### Interested?

Send a short note, no more than one page, telling us who you are and why this role interests you. Attach a CV or professional profile. Send to [nadia@safcei.org.za](mailto:nadia@safcei.org.za) by 31 July 2026.

We review applications as they are received and will be in contact with candidates who are shortlisted for the next stage of the recruitment process.