

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

**Location:** South Africa

Are you passionate about **climate justice, ethical food systems, animal welfare, and eco-justice**?

SAFCEI is looking for a Resource Officer.

**Job Title:** Resource Officer (Corporate Engagement & Administrative Support)

**About the Role:** We are looking for a **reliable, organised, and detail-oriented Resource Officer** to help support our NGO's daily operations and drive corporate engagement within the food and restaurant industry. This person should be comfortable handling a variety of administrative tasks, staying organised, and keeping things moving efficiently behind the scenes while building external partnerships.

#### **Key Responsibilities:**

- Initiate corporate engagement and relationship-building initiatives specifically targeted at the food industry and restaurants.
- Manage schedules, calendars, and appointments, particularly for outreach and partnership meetings.
- Respond to emails and assist with communication between the NGO and corporate partners.
- Help coordinate projects, workflows, and day-to-day operations.
- Organise documents, files, and company records.
- Enter and update information in spreadsheets and systems, and assist with basic reporting, data entry, and follow-up tasks.
- Support leadership with general administrative needs.

#### **Requirements:**

- Strong organisational skills and excellent attention to detail.
- Good written and verbal communication is essential for corporate outreach.
- Ability to multitask and prioritise effectively to balance external engagement and internal resource support.
- Comfortable using email, spreadsheets, and online tools.
- Professional, dependable, and able to work in a fast-paced environment
- Previous administrative or assistant experience is a plus.

*We're looking for someone proactive and reliable who can help keep things running smoothly. Given the dynamic nature of supporting an NGO, the role requires flexibility, a quick learner who can easily adapt to changing priorities and tasks.*

**Interested?**

Send a short motivation and your CV to [melanie@safcei.org.za](mailto:melanie@safcei.org.za) by 24 April 2026.