



TEL +27 11 339 1476 | WWW.IRANTI.ORG.ZA
30 WIMBLEDON ROAD, BRIXTON, JOHANNESBURG, GAUTENG, 2092
NPC REG NO. 2019/626616/08

Job Profile: Operations, Logistics and Administration Officer

Job title	Operations, Logistics and Administration Officer
Reports to	Executive Director
Location	30 Wimbledon Road, Brixton, Johannesburg
Employment type	Fixed term to 28 February 2027, full time. Extension subject to funding and performance
Date	September 2026

Key responsibilities

Office and property

- Run the day-to-day operation of Iranti House, 30 Wimbledon Road, including maintenance, security, utilities and supplier relationships for the building Iranti owns.
- Manage IT, connectivity and equipment, and relationships with external IT and web service providers.

Logistics and events

- Plan and run travel, accommodation, visas and per diems for staff, board members and partners, including regional and international travel.
- Coordinate convenings, workshops and meetings from costing to reconciliation of costs afterwards.

Procurement and contracts

- Run procurement in line with the Iranti Procurement Policy, including securing competitive quotations, securing approvals and keeping supplier records, with zero tolerance for policy breaches.
- Maintain a contract register for suppliers, consultants and partners, and track renewals, milestones and expiry dates.

Administration and records

- Maintain organisational records, statutory documents and the filing system, in line with POPIA and Iranti's own policies.
- Support the fundraising efforts of the Executive Director where required, by informing budgets and costs estimates for donor applications.
- Provide administrative support to the Executive Director and to Board meetings, including preparation and distribution of board packs and accurate minutes.
- Support donor reporting, where required.

Human resources administration



TEL +27 11 339 1476 | WWW.IRANTI.ORG.ZA
30 WIMBLEDON ROAD, BRIXTON, JOHANNESBURG, GAUTENG, 2092
NPC REG NO. 2019/626616/08

- Maintain personnel files, leave records and onboarding processes in line with the Iranti Leave Policy and Conditions of Service.
- Support recruitment processes administratively, including scheduling, candidate correspondence and record keeping.

Line management

- Manage the Social Media, Communications and Documentation Officer on workflow, priorities and performance, while content direction comes from the Executive Director.
- Give feedback directly and early, and resolve ordinary performance matters at source rather than referring them upward.

Requirements

- At least five years' experience running operations, logistics or administration in a non-profit or similar environment. Experience carries more weight than qualifications, and there is no formal educational requirement for this role.
- Proven practical experience in procurement, including quote processes, supplier management and approval controls.
- Experience of organising travel and events, including cross-border travel.
- Experience of supervising at least one person, with evidence of giving feedback directly.
- Working knowledge of POPIA as it applies to organisational records and personal information.
- Experience of working in the NGO sector, preferably in an LGBTQI context.

Application process

Interested candidates should submit a CV and a short covering letter setting out their relevant experience and why the role suits them. Shortlisted candidates will complete a practical work sample and a panel interview.

Iranti is an equal opportunity employer. Applications from lesbian, bisexual, queer, trans, intersex and gender diverse people will be prioritised. Iranti reserves the right not to make an appointment.