
UNITED DEMOCRATIC MOVEMENT NATIONAL OFFICE

☎ 012-321-0010

✉ nationaloffice@udm.org.za

☎ 087-941-9052



Date: 23 January 2012
To: All offices, structures and members of the UDM
Copied: Members of the UDM National Office Management Committee
From: Ms MJ Warffemius (Chief Administrator, UDM National Office)
Subject: **POSTS AVAILABLE AT UDM**
Pages: This memo consists of five (5) pages

The United Democratic Movement (UDM) has the following contract posts available:

At its National Office in Pretoria (three posts):

- 1) Administrator for the UDM Associate Structures
- 2) Financial Clerk
- 3) Personal Assistance to the UDM President and Secretary General

As well as, one post for an Administrator, at the Party's Provincial Office in the Western Cape (in the Cape Town City Bowl).

The aforementioned posts are limited period contracts and will terminate upon the dissolution of Parliament at the end of its current term. The end of a Parliamentary term occurs in an election year and, although the specific date for national and provincial elections is unknown, elections are normally held in April to May of an election year. The current term of the Parliament ends in 2014.

Who can apply?

Any person who believes that he/she meets the qualification- and skills requirements, and is able to perform the broad key performance areas of this job is welcome to apply – see *the attached description of the posts*. Any person who has to relocate to the place of work must do so at own cost.

How to apply?

Email (info@udm.org.za) or fax (087-941-9056)


1. your **letter of motivation** (i.e. explain why you are the best candidate for the job) and a
2. a **comprehensive CV**, with two contactable references (names of persons and phone numbers)

to the UDM Chief Administrator by the closing date for applications on **20 February 2012**. Please do *not* attach proof of qualifications

Please note:

- Your **letter of motivation is critical** for you to be considered - applicants who do not comply with this requirement will do their application a disservice.
- Only short-listed candidates will be contacted for interviews. Such candidates shall be asked to provide proof of qualification and will be subjected to skills tests.

Yours sincerely



Ms Jana Warffemius
Chief Administrator
UDM National Office

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ADMINISTRATOR FOR THE UDM ASSOCIATE STRUCTURES

General:

1. The post is for an administrator for the United Democratic Students' Movement (UDESMO), the UDM Women's Organisation (UDEMWO) and the UDM Youth Vanguard (UDMYV) *i.e. 'the UDM Associate Structures'*.
2. The post is based at the UDM National Office in Pretoria.
3. This is a limited period contract and will terminate upon the dissolution of the Parliament of the current term.
4. The incumbent reports directly to the UDM Chief Administrator; but may receive instruction from the UDM Secretary General, as well as the Presidents and Secretaries General of the UDM Associate Structures.

Qualifications, skills and requirements:

1. Senior certificate or equivalent qualification.
2. Qualifications and/or experience in communication, journalism and/or administration are an advantage.
3. Computer literate and proficient in Windows and Word. Knowledge of Excel, Outlook and Internet Explorer. Knowledge of Adobe Reader is an advantage.
4. Fully conversant in English (written and spoken). Proficiency in an additional (or more) of the official languages is an advantage.
5. Organisational knowledge of the UDM and its Associate Structures.
6. Ability to devise organisational plans and strategies, and implement and manage such plans.
7. Good inter-personal skills and communication abilities.
8. Draft circulars, letters, statements and any other documentation.
9. Willing to work at odd times (e.g. during congresses and elections) and/or under tremendous pressure.
10. At all times act with objectivity and impartiality and never get involved in party-political matters outside of his/her work sphere of administration.
11. Maintain high standards, and observe the rule discretion and confidentiality with all matters concerning the business, internal working and administration of the UDM National Office and the Party.
12. Although the UDM does not expect the individual to join the Party, it is preferred that he/she is not a member of any other political party.

Broad Key Performance Areas:

1. Provide effective administrative and logistical support to the Associate Structures of the UDM.
2. Ensure effective flow of information between the UDM Associate Structures and the UDM mother-body.
3. Conceptualise and draft letters, circulars, speeches, press releases, policy documents, meeting documentation etc. upon request of the UDM President and SG.
4. Draft and implement strategies and organisational plans in conjunction with the National Executive Committees of the Associate Structures.
5. Management of meeting processes e.g. compiling agendas, writing minutes, etc.
6. Up-keep of membership databases and administration of membership application systems of the Associate Structures
7. Preparation for meetings/events - e.g. arranging the venue, documentation, catering, etc.
8. Control of stock of documentation e.g. policy documents and flyers.
9. Keep up to date the filing system for all three Associate Structures (both on paper and electronic).

Administrators of UDM Associate Structures
Last update: 20 January 2012



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FINANCIAL CLERK

General:

1. This post is for a Financial Clerk to assist with the financial and other administrative work of the National Treasury of the United Democratic Movement (UDM) and that of the UDM National Office.
2. This post is based at the UDM National Office in Pretoria.
3. This is a limited period contract and will terminate upon the dissolution of the Parliament of the current term.
4. The incumbent directly reports to the UDM Chief Administrator, but is accountable to the UDM National Treasurer.

Qualifications, skills and requirements:

1. As a minimum, a senior certificate or equivalent qualification with accounting as a subject passed.
2. Computer literate and proficient in Windows, Word, Excel, Outlook and Internet Explorer. Experience with internet banking is an advantage.
3. Fully conversant in English (both written and spoken) and proficiency in one (or more) additional official language is an advantage.
4. Proficient with the following bookkeeping functions:
 - 4.1. Management of financial documentation up to auditing stage.
 - 4.2. Requisitioning and payments to service providers, salaries etc.
 - 4.3. Handling of all UDM bank accounts and banking functions.
5. Ability to professionally liaise with all service providers.
6. Good inter-personal skills and communication abilities.
7. Willing to work at odd times (e.g. during congresses and elections) and/or under tremendous pressure.
8. Under any circumstance engage in fraudulent activities, illegal and/or dishonourable practices.
9. At all times act with objectivity and impartiality and never get involved in party-political matters outside of his/her work sphere of administration.
10. Maintain high standards, and observe the rule discretion and confidentiality with all matters concerning the business, internal working and administration of the UDM National Office and the Party.
11. Although the UDM does not expect the individual to join the Party, it is preferred that he/she is not a member of any other political party.

Broad Key Performance Areas:

1. Administer all information pertaining to service providers, bank accounts, etc.
2. Ensure effective flow of information between his/her office and the National Treasurer.
3. Implementation of the auditing prescriptions and legal requirements of the Independent Electoral Commission and the Constituents' Allowance Fund.
4. Assist in preparation for annual audits.
5. Assist in drafting budgets and other financial documentation.
6. Make payments of creditors upon authorisation with the National Treasurer.
7. Administer ad hoc requisitions upon authorisation of the National Treasurer.
8. Maintain an asset register of all UDM offices.
9. Keep and properly administer petty cash.
10. Administer UDM membership application system in accordance with stipulated guidelines.
11. Keep up to date the filing system (both on paper and electronic) relating to National Treasury.
12. Follow-up and administration relating to supporting financial documentation (invoices, quotes etc.).

Financial Clerk
Last print date: 20 January 2012



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PERSONAL ASSISTANT TO THE UDM PRESIDENT AND SECRETARY GENERAL

General:

1. The post is for a recent graduate, who is keen to learn, to be groomed as the personal assistant to the President- and Secretary General (SG) of the United Democratic Movement (UDM).
2. The post is based at the UDM National Office in Pretoria.
3. This is a limited period contract and will terminate upon the dissolution of the Parliament of the Republic of South Africa at the end of its current term.
4. This incumbent directly reports to the Chief Administrator of the UDM National Office, but is accountable to the UDM President and SG.

Qualifications, skills and requirements:

1. A degree (or an equivalent tertiary qualification) preferably in political sciences and/or journalism.
2. Computer literate and proficient - specifically in Windows, Word, Excel, Outlook, PowerPoint and Internet Explorer and must be able to touch-type 30 to 45 words per minute.
3. Fully conversant in English (both written and spoken) and at least one (or more) of the other official languages.
4. Sound understanding of the South African political landscape, the machinery of government and parliament; policy development and legislative processes.
5. Good research-, analytical-, communication- and conceptualisation skills.
6. Good understanding of the office- and administrative environment of a political party.
7. Willing to work at odd times (e.g. during congresses and elections) and/or under tremendous pressure.
8. Valid driver's license (not a disqualifying criterion)
9. Good inter-personal skills and communication abilities.
10. Well-groomed and professional appearance.
11. At all times act with objectivity and impartiality and never get involved in party-political matters outside of his/her work sphere of administration.
12. Maintain high standards, and observe the rule discretion and confidentiality with all matters concerning the business, internal working and administration of the UDM National Office and the Party.
13. Although the UDM does not expect the individual to join the Party, it is preferred that he/she is not a member of any other political party.

Broad Key Performance Areas:

1. Act as personal assistant to the UDM President and SG.
2. Act as liaison between the offices of the UDM President and SG and relevant role-players (both inside and outside the UDM).
3. Conceptualise and draft letters, circulars, speeches, press releases, policy documents, meeting documentation etc. upon request of the UDM President and SG.
4. Manage itineraries and schedule appointments in co-ordination with the UDM's office at Parliament.
5. Make travel and accommodation arrangements – booking of flights and arrangements for vehicle-hire subject to consent by the UDM National Treasury.
6. Keep an effective and well-organised filing system (both paper and electronic).
7. Assist the Chief Administrator with arrangements for press conferences, meetings, congresses, election programmes etc.

Personal Assistant to President and Secretary General of the UDM
Last update: 20 January 2012

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PROVINCIAL OFFICE: ADMINISTRATOR

1. This post is for a United Democratic Movement (UDM) Provincial Office.
2. This is a limited period contract and will terminate upon the dissolution of the Parliament of the current term.
3. This incumbent reports the UDM Provincial Secretary and/or public representative/s delegated to that office, as well as the Chief Administrator of the UDM National Office.

The following is required for this post. The applicant:

1. Must be in possession of a senior certificate or equivalent qualification.
2. Must be fully conversant in English (written and spoken) and one of the other official languages most spoken in the relevant province.
3. Must have excellent telephone etiquette and professional technique in handling incoming and outgoing telephone calls.
4. Must be courteous and professional in reception of visitors and guests.
5. Must understand office systems and equipment (e.g. fax and copy machines) to be able to assist with:
 - 5.1. Typing,
 - 5.2. Photocopying and production of documents and
 - 5.3. Preparing for meetings
6. Must be able to touch-type at least thirty words per minute.
7. Must be computer literate and able to operate Word. Knowledge of Excel, Outlook, Internet Explorer and Adobe Reader would be an advantage.
8. Experience or knowledge on the upkeep of a proper filing system.
9. Experience or knowledge of taking and keeping inventories.
10. Experience or knowledge of running typical office errands e.g. banking, shopping, collection of mail etc.
11. Must have general knowledge of logistics, meeting preparation and event management – i.e. preparation of venues and meeting documentation, catering arrangements etc.
12. At all times act with objectivity and impartiality and never get involved in party-political matters outside of his/her work sphere of administration.
13. Maintain high standards, and observe the rule discretion and confidentiality with all matters concerning the business, internal working and administration of the UDM National Office and the Party.

Key Performance Areas are to:

1. Professionally answering the phone/s, including the screening of calls (when requested) and recording of messages.
2. Reception of visitors/guests to the Provincial Office.
3. Receipt and dispatch of faxes and/or emails, recording thereof and dissemination to the appropriate office bearer and/or structure/s.
4. Provide typing support and prepare documentation (e.g. photocopying) for provincial office bearers.
5. Handle general correspondence.
6. Prepare for meeting and events, including meeting documentation, venue preparation, catering arrangements etc.
7. Maintain a proper filing system.
8. Handle catering and refreshments for guests and office bearers, as well as meetings.
9. Take control of inventory of all office machines and other housekeeping utensils (e.g. cutlery, crockery, groceries and cleaning aids).
10. Liaise with UDM National Office on matters that require its authorisation and/or guidance.