



**EDGARLEGOALE**  
*foundation*

32 BUITEN STREET, PARYS, 9585

Cell Number: 0822872290, E-mail: [nthabiseng@edgarlegoale.com](mailto:nthabiseng@edgarlegoale.com) Fax: 0867679645, [www.edgarlegoale.com](http://www.edgarlegoale.com)

**NPO NUMBER: 227-671 , NPC NUMBER: 2018/090266/08 , PBO NUMBER: 930069973**

## **Administrative Assistant to the Foundation Manager – Edgar**

### **Legoale Foundation**

Location: Parys, Free State, South Africa

Contract: Full-Time (6-month programme with possibility of extension)

Remuneration: Competitive stipend (negotiable)

Closing Date: 15 May 2026

### **About the Edgar Legoale Foundation**

The Edgar Legoale Foundation is a community-focused non-profit dedicated to youth empowerment through education, sport, tourism, arts, culture and small business development. Our flagship programmes include the Ngwathe Easter Experience and a variety of initiatives designed to create opportunities for young people across the Free State and Gauteng.

### **Role Overview**

Reporting to Nthabiseng Molejane, Foundation Manager, the Administrative Assistant will ensure the smooth day-to-day running of the Manager's office and wider foundation operations. The ideal candidate will be proactive, highly organised and able to handle multiple tasks simultaneously with minimal supervision.

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## Key Responsibilities

- **Administrative and Secretarial Support:** Schedule meetings, manage the Manager's diary, organise travel and handle telephone and email queries. Draft correspondence, reports and briefing documents for internal and external stakeholders.
- **Office Management:** Maintain office supplies, coordinate with service providers for repairs and supplies, and troubleshoot basic equipment issues.
- **Records & Filing:** Develop and maintain organised filing systems; manage organisational documents and databases.
- **Communication & Donor Relations:** Assist with donor and sponsor communication, including drafting letters, acknowledgements and thank-you notes.
- **Board & Programme Support:** Coordinate meeting logistics, prepare agendas and materials, and assist with distribution of documents for board and committee meetings.
- **Event & Project Assistance:** Support the planning and execution of events and special projects by handling logistical arrangements and ensuring consistent documentation and follow-through.
- **Data & Finance Support:** Assist with basic bookkeeping tasks, upload receipts, compile simple financial reports and contribute to budget preparations.
- **Community Engagement:** Represent the foundation at community events when needed and contribute ideas for improving programmes and outreach.

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## Required Qualifications and Experience

- A relevant diploma or degree (NQF Level 6 or higher) in Office Administration, Public Administration, Business Administration or related discipline.
- At least one year's experience in an administrative support role, preferably within a non-profit or community-focused organisation.
- Proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint); familiarity with basic bookkeeping or accounting software is an advantage.
- Excellent verbal and written communication skills in English (fluency in Sesotho or other South African languages is advantageous).
- Strong organisational skills and attention to detail; ability to prioritise tasks and meet deadlines.
- Professional interpersonal skills, discretion with confidential information, and a demonstrated commitment to community development.

## Application Process

Interested candidates should submit the following to [opportunities@edgarlegoale.com](mailto:opportunities@edgarlegoale.com) by 15 May 2026:

1. A cover letter / motivation letter outlining your suitability for the role.
2. A current CV with contact details and two references.
3. Copies of relevant academic qualifications.

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Only applications emailed to [opportunities@edgarlegoale.com](mailto:opportunities@edgarlegoale.com) will be considered. No applications will be accepted by hand or through any other email address.

## **Enquiries**

For more information about the role (**not for submitting applications**), please contact:

Penny Tshabalala

Email: [penny@edgarlegoale.com](mailto:penny@edgarlegoale.com)

Phone: 065 894 3842

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