Institute for Economic Justice
NPO Number: 210-583-NPO
3rd Floor, 62 Juta Street, Braamfontein
www.iej.org.za

Project Administrator

Job vacancy

CLOSING DATE	**LOCATION**
17 November 2026	Johannesburg, South Africa
EMPLOYMENT TYPE	**WORKING HOURS**
Full-time	Standard working hours, including designated core hours, with some flexibility to accommodate project and operational requirements.
HOW TO APPLY	**ENQUIRIES**
Complete the application form	applications@iej.org.za

Applications will be reviewed on a rolling basis, and suitable candidates may be invited to interview before the closing date. Applications must be submitted through the online application form. Applications submitted by email will not be considered.

THE OPPORTUNITY

The Institute for Economic Justice (IEJ) is seeking an experienced, proactive and resourceful Project Administrator to support the planning and implementation of our research, policy and advocacy projects.

Working within the Finance and Operations team, and closely with Project Leads and programme teams, you will play an important role in ensuring that projects are well-organised, effectively supported and delivered smoothly. Your work will span project administration, financial tracking, events and travel coordination, donor administration and stakeholder engagement.

This is a varied, hands-on role requiring someone who can take ownership of administrative processes, anticipate project needs, solve problems and manage competing priorities effectively.

ABOUT YOU

You are an experienced Project Administrator who enjoys bringing structure to busy and complex environments. You are organised, detail-oriented and able to understand how different activities contribute to successful project delivery. You manage competing priorities confidently, take initiative and follow through on commitments without requiring constant direction.

You enjoy working with different people, building positive working relationships and communicating clearly and professionally. You are resourceful, collaborative and motivated by the opportunity to contribute to IEJ's mission of advancing economic justice.

WHY JOIN IEJ?

At IEJ, you'll be part of a team of bright, thoughtful and committed professionals working to advance economic justice and meaningful social change. You'll work alongside experienced colleagues across research, policy, advocacy, finance and operations, with opportunities to exchange ideas, learn from their expertise, strengthen your project coordination capabilities and develop your knowledge and skills.

We believe that how we work matters just as much as what we achieve. Our progressive people policies, flexible hybrid working arrangements and commitment to treating people with dignity and respect reflect the kind of workplace we're striving to build. We value collaboration, continuous learning, diverse perspectives and creating an environment where people can grow and thrive.

WHAT YOU WILL DO

Project administration and implementation support

- Provide proactive administrative and operational support across the project lifecycle, from planning and implementation through to reporting and close-out.
- Work closely with Project Leads and programme teams to coordinate administrative requirements, schedules, activities and supporting documentation.
- Maintain accurate project records, trackers and administrative systems.
- Follow up on agreed actions and deadlines, anticipating requirements and flagging potential delays.
- Coordinate project-related meetings and liaise with relevant stakeholders and external service providers.

Project financial and donor administration

- Support project budgeting, expenditure tracking and financial administration in collaboration with Project Leads and Finance.
- Coordinate procurement processes, including, sourcing and securing service providers, invoices, payment requests and related processes.

- Track donor reporting deadlines, administrative requirements and supporting documentation, proactively following up on outstanding information and flagging potential delay.
- Maintain accurate financial and project records in line with IEJ's policies and procedures.

Events, travel and stakeholder coordination

- Plan and coordinate the logistics of workshops, conferences, meetings and stakeholder engagements.
- Coordinate travel, accommodation, venues, suppliers and event-related budgets.
- Liaise with internal and external stakeholders to ensure activities are well-organised and professionally delivered.
- Anticipate logistical challenges, resolve issues and ensure appropriate follow-through.
- Support the implementation of IEJ's travel, event safety and duty-of-care procedures, ensuring that relevant information and arrangements are in place for staff and participants.

Systems and process improvement

- Develop, maintain and improve project administration tools, templates, records and systems.
- Identify practical opportunities to streamline processes and strengthen efficiency.
- Support consistent application of IEJ's administrative and operational procedures.
- Contribute to effective information sharing and collaboration across project teams.

WHAT YOU BRING

Skills and experience:

- A relevant tertiary qualification in project management, business administration, finance, development studies or a related field.
- A minimum of three – five years' relevant experience in project administration, project support or a related role, with demonstrated responsibility for managing complex administrative and operational requirements.
- Demonstrated experience supporting multiple projects, coordinating activities and managing competing deadlines.
- Experience in project budgeting, expenditure tracking, procurement and financial administration.
- Strong experience coordinating events, meetings, travel arrangements and external service providers.
- Strong organisational and prioritisation skills, with the ability to anticipate project requirements, identify potential challenges and ensure reliable follow-through.
- Excellent attention to detail and ability to maintain accurate records, documentation and administrative systems.
- Strong communication, interpersonal and stakeholder engagement skills, with the ability to work collaboratively across teams.
- Proficiency in Microsoft Office, particularly Excel, Google Workspace, tracking tools and collaborative digital tools.
- Demonstrated initiative, independent judgement, problem-solving ability and capacity to work with minimal supervision.

- Commitment to IEJ's mission and values.

The following would be advantageous:

- Experience in a non-profit, research, policy or advocacy organisation.
- Familiarity with donor-funded projects, grant administration and donor reporting.
- Experience using project management and task-tracking tools.
- Experience improving administrative systems and processes.

EMPLOYMENT DETAILS

CONTRACT

3-year fixed-term contract, with the possibility of renewal subject to funding and organisational requirements.

SALARY (TOTAL COST TO COMPANY)

R366 528 - R503 977 per annum

LOCATION & HYBRID WORK

The position is based in Johannesburg, South Africa. The role requires office-based attendance in line with IEJ's operational requirements and applicable work arrangements.

Shortlisted candidates may be required to complete a practical assessment relevant to the responsibilities of the role.

IEJ is committed to advancing gender and racial equity and transformation, and these commitments will inform our recruitment and selection process.

The Institute for Economic Justice (IEJ) is a progressive economic policy think tank committed to advancing economic justice, systemic change, and the equitable distribution of resources to ensure rights realisation and planetary wellbeing.

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