



JOB VACANCY

The Cancer Association of South Africa has a vacancy for the following:

Admin Support Officer

Position Detail:

- Permanent position based at the CANSA Pretoria office
- Salary Package and benefits offered are commensurate with the NPO industry
- Responsible for data capturing and management, report preparation, petty cash administration, stock control, reception support, asset verification, and general admin duties and assistance in the Admin & Procurement department

Please note that consideration will only be given to applicants with the following:

- Grade 12/Matric Certificate
- Certification in Office Administration, Business Administration, Secretarial Studies, or a related field will be advantageous
- Minimum of 2 years' experience in an office administration or administrative support role
- Advanced proficiency in Microsoft Office Suite and other computer-based applications
- Strong administrative skills, excellent attention to detail, good organisational abilities, and proficiency in data management and reporting
- Basic financial administration skills, including petty cash management and processing payment requisitions
- The ability to multitask, work independently, and provide professional support in a busy office environment is essential
- Adaptable and resilient, with the ability to perform effectively under pressure and navigate changing priorities
- Non-Smoker

Application Procedure:

- Please submit your Detailed CV and supporting documents via email to **recruitment@cansa.org.za**
- Your application email should reflect the reference **ASO PTA** in the subject line and also confirm your salary expectation. If the incorrect reference is used in the subject line your application will automatically be discarded
- Only shortlisted candidates will be contacted

Closing date for applications:

27 August 2026

Commencement date:

Sept/Oct 2026

We reserve the right not to make an appointment for this position, an application in itself does not entitle the applicant to an interview.

For Internal use only

- Job Grade – C1
- Line Manager – National Manager Finance & Admin
- Job Reference – ASO PTA