



VACANCY

REFERENCE NR	:	VAC02152/21
JOB TITLE	:	Admin Assistant
JOB LEVEL	:	B5
SALARY	:	R 184 452 - R 307 420
REPORT TO	:	HOD Contract Management
DIVISION	:	SCM: Executive SCM
DEPT	:	SCM: HOD Contract Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To provide Administrative Assistant support to the sub department and ensure corporate support across the unit. Provide high level administrative support by preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Key Responsibility Areas

- Receive and record incoming and outgoing correspondence to ensure proper record keeping for the sub department;
- Prepare and distribute minutes, presentations as well as general office documentation/communication to ensure that information reached relevant identified parties;
- Perform general office duties;
- Arrange work sessions and staff meetings with employees and coordinate all logistical arrangements for the sub department;
- Responsible for the accommodation and flight arrangements for the sub division in accordance with SITA travelling policy and procedures to the satisfaction of the division;
- Provide management support to the sub departmental Budget;
- Ensure adherence to the organization quality standards in terms of documentation that requires management approval; and
- Ensure adherence to the organization quality standards in terms of documentation that requires management approval.

Qualifications and Experience

Minimum: Grade 12 (NQF level 4) plus a relevant recognised course (shorter than a year at NQF level 4-certificate of competence) –depending on operational requirements. MS Office certification will be an added advantage.

Experience: 1 – 2 years' experience applicable to the specified discipline.

Technical Competencies Description

Knowledge of: principles and practices of organisation, records management and general administration. Basic principles of bookkeeping. Computer literacy. Office Management. Ability to operate standard office equipment. Ability to follow written and oral instructions. Office Management. Business writing skills. Report writing skills, in statistical analysis. Skills: Business Writing; and General Administration. Interpersonal/behavioural competencies: Active listening; Attention to Detail; and Disciplined.

Other Special Requirements

N/A

How to apply

Kindly sent your CV to: Sophia.recruitment@sita.co.za

Closing Date: 25 February 2021

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants` documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be accepted
- CV`s sent to incorrect email address will not be considered