



VACANCY

REFERENCE NR	:	Admin_EC_10_2018
JOB TITLE	:	Admin: Assistant
JOB LEVEL	:	B5
SALARY	:	R 149 746 - R 249 577
REPORT TO	:	Head of Department
DIVISION	:	Provincial and Local Consulting: Eastern Cape
DEPT	:	Eastern Cape: Provincial Management
LOCATION	:	Eastern Cape: East London/Bhisho
POSITION STATUS	:	Fixed Term Contract -24 Months (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; and

Provide management support to the sub departmental Budget;

Qualifications and Experience

Minimum Grade 12 plus secretarial/office administration diploma.

Experience: **1 – 2** years working experience within a secretarial or administrative support role to a senior manager or executive in general office practices or procedures.

Technical Competencies Description

Knowledge of: principles and practices of organisation, records management and general administration; Basic principles and practices of bookkeeping.

Skills: Effective Communication; Writing skills; Analytical; Interpersonal skills; Problem solving and decision making; Computer Literacy; Attention to Details Office Management; Ability to operate standard office equipment Ability to follow written and oral instructions.

Other Special Requirements

N/A

How to apply

Kindly send your CV to ecrecruitment@sita.co.za

Closing Date: 31 October 2018

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- 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 considered.