



VACANCY

REFERENCE NR	:	AA X5_IIT_2018
JOB TITLE	:	Admin Assistant X 5
JOB LEVEL	:	B5
SALARY	:	R 149 746 – R 249 577
REPORT TO	:	Consultant: Document and Records Management
DIVISION	:	Chief Risk Office
DEPT	:	Internal IT: Knowledge Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Fixed Term Contract – 6 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 of administrative support role to a senior manger in general office practice or procedures.

Technical Competencies Description

Knowledge of: 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; and Ability to follow written and oral instructions

Other Special Requirements

N/A

How to apply

Kindly send your CV to masoko.recruitment@sita.co.za

Closing Date: 04 December 2018

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