



VACANCY

REFERENCE NR	:	EA_HCM_04_2018
JOB TITLE	:	Executive Assistant
JOB LEVEL	:	C2
SALARY	:	R 248 247 – R 413 745
REPORT TO	:	Executive HCM
DIVISION	:	HCM
Department	:	Human Capital Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Fixed Term Contract -3 Years (Internal/External)

Purpose of the job

To provide administrative assistant support to the executive and ensure proper administrative support across the division. Provide high-level administrative support by preparing statistical reports, handling information requests; provide project coordination functions, and performing general office management 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 division; 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 division;

Responsible for the accommodation and flight arrangements for the Executive in accordance with SITA travelling policy and procedures to the satisfaction of the division; and

Provide management support to the Executive.

Qualifications and Experience

Minimum Requirements: Grade 12 plus a 1 – 2 year(s) National Higher Certificate in Secretarial/Office administration (NQF level 5) plus certificate in MS office Suite or any relevant discipline.

Experience: 3 years working experience within a secretarial 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; Analytical; Problem solving and decision making; Computer Literacy; Attention to Detail; Office Management; Ability to operate standard office equipment; and Ability to follow written and oral instructions.

Other Special Requirements

Applicants must be able to demonstrate understanding, experience and ability as follows:

- You will have demonstrable experience of working in a similar role at a comparable level;
- Have an understanding of the requirements and implications of working in the Executive's office;
- Ability to work on own initiative with minimal supervision;
- An organised and thorough approach to work;
- Ability to see projects through from start to finish managing time and tasks effectively;
- Ability to manage a heavy workload and at times conflicting priorities as well as tracking progress on a wide range of tasks;
- Excellent typing skills with the ability to draft own correspondence;
- Flexibility and a willingness to undertake varied responsibilities working alone or as part of a team;
- A commitment to team working;
- An understanding of the operation, application and accountability of public funds; and
- Event organization.

How to apply

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

Closing Date: 24 April 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.