



VACANCY
RE-ADVERTISEMENT

REFERENCE NR	6159
JOB TITLE	Admin: ETDP (C-LOG)
JOB LEVEL	B5
SALARY	R 164,468 – R 274,114
REPORT	Lead consultant: ETDP
DIVISION	National Consulting
Department	Implementation and FAS service
LOCATION	Erasmuskloof; Pretoria
POSITION STATUS	FTC (24 months - External)

Purpose of the job

Provide administrative support to internal and external clients.

Key Responsibility Areas

Provide administrative duties to ensure customer satisfaction for internal and external clients ensuring coordination and management of all client related meetings, functions and events.

Administration and maintenance of DOD central training database, including opening and registering courses and data on MILQUAL in line with DOD course codes.

Effectively coordinate stock / inventory to ensure availability of stationery in support of DOD Trainers; providing liaison role between Applications Training and the client.

Provide inputs for financial recoveries such as courier, stationery, office equipment and invoices.

Qualifications and Experience

Minimum: Matric and Certificate in Office Administration /or Business Administration/ Inventory Management.

Experience: 2 – 3 years working experience as a Office administrator/ Admin support on the **MILQUAL system** in a corporate / public sector organization with an understanding of the DOD environment

Technical Competencies Description

Knowledge of: General office administration; Training support administration.

Skills: Effective communication (written and verbal); Effective time management; Client orientation and customer service; Attention to detail; Computer literacy; Numeric skills; General administration; Postal and courier management; Telephone etiquette; Asset management; Stock inventory; and Interpersonal skills.

Other Special Requirements

N/A

How to apply

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

Closing Date: 24th January 2020

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