



VACANCY - 1243

REFERENCE NR	:	VAC00953/24
JOB TITLE	:	Admin Assistant
JOB LEVEL	:	B5
SALARY	:	R 210 449 – R 315 673
REPORT TO	:	Provincial HoD
DIVISION	:	WC: Provincial and Local Consulting
DEPARTMENT	:	Prov WC: Provincial Management
LOCATION	:	Western Cape: Cape Town (Observatory)
POSITION STATUS	:	Permanent (Internal /External)

Purpose of the job

To provide Administrative Assistant support to the sub-department and to ensure corporate support across the unit, including the effective organisation of the Head of Department's personal and professional life. This role involves managing tasks, schedules, and communications to enable the employer to focus on their core responsibilities. Provide high level administrative support by preparing management reports, manage HOD's requests and taskings, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, travel arrangements, meeting scheduling and coordination.

Key Responsibility Areas

- Schedule and coordinate appointments, meetings, and events.
- 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, including screen and manage phone calls, emails, and other correspondence.
- Arrange worksessions 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.
- Arrange worksessions and staff meetings with employees and coordinate all logistical arrangements for the sub department.
- Maintain confidential records, files, and documentation, including personal and business information.
- Maintain the utmost discretion and confidentiality regarding the employer's personal and business matters.

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.

Certification: MS Office certification will be an added advantage.

Experience : 2–3 years experience applicable to the specified discipline.

Technical Competencies Description

Knowledge of: 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.

Should be adaptable, resourceful, and capable of managing the diverse needs of the employer. The role demands a high level of professionalism, discretion, and a strong commitment to facilitating the smooth operation of the employer's life and work.

Other Special Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: **www.eservices.gov.za** and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support egovsupport@sita.co.za **OR call 080 1414 882**

Closing Date: 07 November 2023

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 applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.