| **VACANCY** |
| **RE ADVERTISEMENT** |

REFERENCE NR	:	**VAC05101**
JOB TITLE	:	**Admin Assistant**
JOB LEVEL	:	**B5**
SALARY	:	**R 210 449 – R 315 673**
REPORT TO	:	**IFASS: HOD**
DIVISION	:	**Application Development & maintenance**
Department	:	**IFAAS**
LOCATION	:	**SITA Centurion**
POSITION STATUS	:	**Permanent (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 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;
- Provide managent support to the sub departmental Budget; and
- Ensure adherence to the organisation quality standards in terms of documentation that requires management approval.

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. MS Office certification will be an added advantage.

Experience : 1 – 2 years experience applicable to the specified discipline.

Technical Competencies Description

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. Skills: Business Writing; and General Administration. Interpersonal/behavioural competencies: Active listening; Attention to Detail; Disciplined.

How to apply

1.   To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;
2.   Register using your ID and personal information;
3.   Use received one-time pin to complete the registration;
4.   Log in using your username and password;
5.   Select Recruitment Jobs;
6.   Select Recruitment Citizen to browse and apply for jobs;
7.   Once logged in, click the Online Help tab for support if needed.

For queries/support contact eRecruitmentSupport@sita.co.za

 CV`s sent to the above email addresses will not be considered

Closing Date: 14 June 2022

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.
- CV's sent to incorrect email address will not be considered