

JOB ADVERT

Transport Education and Training Authority Corporate Services Unit

Office Administrator (Fixed-Term Contract)

Randburg

Package: Market Related

1. KEY PERFORMANCE AREAS:

1.1 Provide support to Stakeholders

- 1.1.1 Attend to all queries directed to Corporate Services Manager's Office and provide feedback.
- 1.1.2 Provide administration support to other TETA staff members and maintain good working relationships.
- 1.1.3 A contact person within the office of the Corporate Services Manager to ensure adherence to protocol and professional conduct.
- 1.1.4 Communicate with all relevant stakeholders on TETA processes and procedures.
- 1.1.5 Assist walk-in clients and direct them to the relevant units/chambers.

1.2 Financial Administration

- 1.2.1 Process payment requisitions for received invoices and prepare for approval by Corporate Services Manager.
- 1.2.2 Follow up with service providers on outstanding invoices.
- 1.2.3 Respond to Corporate Services Unit queries regarding payments of invoices.
- 1.2.4 Capture procurement requests on the RFP system and follow up with SCM Unit.
- 1.2.5 Ensure that Corporate Services Manager's claims are processed and submitted to payroll for payment monthly.

1.3 Office Administration

- 1.3.1 Provide administrative support to Corporate Services Unit.

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- 1.3.2 Sourcing and ordering stationery and office equipment for Corporate Services Unit.
- 1.3.3 Maintain electronic and manual filing system of all documentation for easy retrieval.
- 1.3.4 Timeous review of filing and office systems.
- 1.3.5 Registration of incoming and outgoing documents.

1.4 Diary Management


- 1.4.1 Organise meetings on behalf of the Corporate Services Manager.
- 1.4.2 Ensure meetings are scheduled accordingly and liaise with all involved parties regarding meeting logistics.
- 1.4.3 Consolidate unit reports in preparation for the meetings.
- 1.4.4 Co-ordinate travel itinerary for Corporate Services Manager for meetings and events.
- 1.4.5 Collecting travel claim documents after meetings for Corporate Services Manager and submit to payroll.
- 1.4.6 Capture minutes of meetings for Corporate Services Unit as and when required.

1.5 Marketing and Communications

- 1.5.1 Assist with update of TETA Website.
- 1.5.2 Assist with coordination of Stakeholder Engagements Sessions and other unit related events.

2. MINIMUM REQUIREMENTS

2.1 Experience & qualification

- 2.1.1 M + 3 qualification in Business Administration/Office Management;
 - 2.1.2 3 years' administration experience in ETD environment;
 - 2.1.3 Experience in stakeholder management.
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2.2 Knowledge and Skills

2.2.1 Knowledge and understanding of:

- 2.2.1.1 Skills Development Levy Act;
- 2.2.1.2 Basic Conditions of Employment Act;
- 2.2.1.3 Public Finance Management Act;
- 2.2.1.4 Records Management Systems – electronic & manual;
- 2.2.1.5 Good articulation / Communication;
- 2.2.1.6 Office Administration and Facilitation.

2.2.2 Skills

- 2.2.2.1 Computer skills - MS packages: Word, MS Excel, MS PowerPoint; Outlook;
- 2.2.2.2 Report writing skills;
- 2.2.2.3 Good Interpersonal skills;
- 2.2.2.4 Decision-making, process innovation and problem-solving;
- 2.2.2.5 Ability to maintain confidential information
- 2.2.2.6 Ability to work independently and also in a team.

Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter to recruitment@teta.org.za. All applicants will be considered in terms of TETA Employment Equity Plan. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The closing date for applications is Wednesday, 28 June 2017.

Should you not hear from us within 21 days of the closing date, kindly consider your application unsuccessful.

