

JOB ADVERT

Transport Education and Training Authority

CEO's Office

Office Administrator: Board Support (Contract)

Randburg

Package: Market Related

KEY PERFORMANCE AREAS:

1. Customer Relations

- 1.1 Attend to stakeholders queries and provide feedback
- 1.2 Establish and Maintain good working relationship with stakeholders
- 1.3 Ensure adherence to protocol and professional conduct in the office of the company secretary

2. Financial Administration

- 2.1 Administer all purchases and process invoices
- 2.2 Submit board, committee members and Company Secretary's claims to Payroll after meetings

3. Company Secretary's Office Administration and Board Support

- 3.1 Coordinate travel arrangements (local and international) for board members and Company Secretary
- 3.2 Coordinate training, workshops, seminars for the board members and its sub-committee members
- 3.3 Manage the Company Secretary's office and oversee the flow of information
- 3.4 Coordinate and manage Company Secretary's schedule

4. General Administration

- 4.1 Management of electronic and non-electronic documentation in the Company Secretary's Office
- 4.2 Manage the filing system at the Company Secretary's office

2. MINIMUM REQUIREMENTS:

2.1 Experience & qualification

- M + 3 qualification in office management or relevant qualification
- At least 3 years' experience in PA/ Secretarial or Office management
- 2-3 Administration experience with Boards of Directors and Committees of the Board.

2.2 Knowledge and Skills

2.2.1 Knowledge

- Knowledge of standard office policies and procedures.
- Knowledge of SDA, SDLA and PFMA
- Knowledge and understanding of the SETAS.
- Knowledge of filing systems and record management
- Stakeholder Relations Management

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2.2.1 Skills

- Analytical and problem solving skills
- Planning and report writing skills
- Communication skills (written and spoken)
- Ability to work independently and under pressure.
- Computer skills including; MS Word, MS Excel, MS PowerPoint, MS Outlook
- Ability to maintain confidentiality
- Willingness to travel

Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter to recruitment@teta.org.za . Only applicants who did not apply previously are welcome to apply. 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 Tuesday, 19 January 2016.

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