

# JOB ADVERT



## **Transport Education and Training Authority Freight Handling Chamber**

### **Assistant Contract Administrator (Contract)**

**Durban**

**Package: Market Related**

#### **KEY PERFORMANCE AREAS**

##### **1. Customer Relations**

- 1.1 Welcome walk-in clients;
- 1.2 Operate the switchboard, answer incoming calls, distribute calls and take messages;
- 1.3 Provide support to internal and external stakeholders;
- 1.4 Participate in Provincial activities (Career Exhibitions, Job Fairs and industry related Exhibitions);
- 1.5 Assist in resolving Chamber related queries;
- 1.6 Keep an updated stakeholder database.


##### **2. Finance Administration**

- 2.1 Prepare and submit petty cash reconciliation to finance;
- 2.2 Prepare and submit claims for payment and provide proof of payments to stakeholders;
- 2.3 Keep an updated claims register for incoming and outgoing claims;
- 2.4 Assist the Contract Administrator with the assessing of DG claims.

##### **3. DG Contract Administration**

- 3.1 Verify qualification ID on SAQA website;
- 3.2 Assist in capturing of contracts onto the TETA system for the managing of the contracts;
- 3.3 Linking of Learner agreements on the TETA system for managing learners on DG funded contracts;
- 3.4 Assist in capturing of contracts onto the TETA system;
- 3.5 Assist with uploading contract deliverables onto TETA System.

##### **4. Chamber Administration**

- 4.1 Order office stationery and office equipment for the Chamber;
  - 4.2 Coordinate office travel arrangements;
  - 4.3 Assist with arranging workshops, meetings and minute-taking;
  - 4.4 Assist in capturing travel requisitions and follow up on all travel vouchers;
  - 4.5 Perform a variety of routine office assignments such as copying and scanning of documents, filing of various reports following standardized office procedures;
  - 4.6 Arrange courier.
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## 5 Document Management

- 5.1 File and maintain an effective electronic and manual document management system;
- 5.2 Manage document flow and arrange courier of office documentation and follow up on deliveries.

## 2. MINIMUM REQUIREMENTS

### 2.1 Qualification and Experience

- M+3 qualification in HRM/ETD or relevant tertiary qualification;
- Minimum of 2 years' administrative experience with exposure to ETD/SETA environment;
- Willingness to travel and work overtime.

### 2.2 Knowledge and Skills

#### 2.2.1 Knowledge and Understanding of:

- The SETA environment;
- Contract management;
- The Post School Education and Training environment;
- Project management;
- Education, Training and Development.

#### 2.2.2 Skills

- Administration skills, project management skills;
- Good interpersonal skills (both written and verbal);
- Telephone etiquette skills;
- Computer skills including MS Word, MS Excel, MS Outlook, MS Power Point.

**Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter to [recruitment@teta.org.za](mailto:recruitment@teta.org.za). All applicants will be considered in terms of TETA Employment Equity Plan and preference to Persons Living with Disability. 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, 08 March 2022.**

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

