

JOB ADVERT

Transport Education and Training Authority Forwarding and Clearing Chamber

Assistant Contract Administrator (Contract)

Limpopo

Package: Market Related

KEY PERFORMANCE AREAS

1. Customer Relations

- 1.1 Provide support to internal and external stakeholders.
- 1.2 Assist in resolving Chamber related queries.
- 1.3 Participate in provincial activities (Career and industry exhibitions and job fairs).
- 1.4 Keep an updated stakeholder database.

2. Finance Administration

- 2.1 Keep an updated claims register for incoming and outgoing claims.
- 2.2 Assist the Contract Administrator with assessing DG claims.
- 2.3 Assist with processing of payment requisitions and prepare for approval.
- 2.4 Forward proof of payments to stakeholders.

3. Contract Administration

- 3.1 Arrange courier of DG claims and other documentation.
- 3.2 Verify qualification ID on SAQA website.
- 3.3 Assist with capturing contracts and upload contracts deliverables onto the TETA system.

4. Chamber Administration

- 4.1 Order stationery and office equipment.
- 4.2 Assist with arranging Chamber workshops, meetings and take minutes.
- 4.3 Coordinate travel arrangements for the chamber.
- 4.4 Perform a variety of routine office assignment such as copying and scanning of documents, filing of various reports following standardised office procedures.

5. Document Management

- 5.1 File and maintain an effective electronic and manual document management systems.
- 5.2 Record all incoming correspondences/documents and distribute to relevant staff members.

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MINIMUM REQUIREMENTS

2.1 Qualification and Experience

- M+3 qualification in HRM/ETD or relevant tertiary qualification.
- Minimum of 2 year's administrative experience.
- Exposure to ETD/SETA/Public sector environment will be an added advantage.
- Overtime and willing to travel.

2.2 Knowledge and Skills

2.2.1 Knowledge and Understanding of:

- Contract management.
- Ability to operate a range of office machines such as printers, scanners and copiers.
- Standard office procedure.
- Work as part of the team.
- Problem solving and detail oriented.
- The following legislations - Skills Development Act, Skills Development Levies Act, National Skills Development Plan, Public Finance Management Act, Quality Council for Trades and Occupations Act, Protection of Personal Information Act and South African Qualification Authority.

2.2.2 Skills

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

Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter clearly indicating the name of the position to recruitment@teta.org.za. All applicants will be considered in terms of TETA Employment Equity Plan, 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 Friday, 15 October 2021.

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

