



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20230723/1032
BPS Vacancy Number:	VAC01168
Job Title:	Admin Assistant
Job Level:	B5
Vacancy Type:	Internal & External
Salary Range:	R220972.00 - R331457.00
Organisation Name:	State Information Technology Agency
Division:	NRCS: National and Regional Consulting Services
Department:	NCS: TCS Technical Consulting Services
Employment Type:	Permanent
Location:	Erasmuskloof
Number Of Openings:	1

Purpose of 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

Responsibilities:

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 work sessions 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 managing support to the sub departmental Budget Ensure adherence to the organization quality standards in terms of documentation that requires management approval

Qualifications and Experience:

Minimum Grade 12 NQF level 4 plus a relevant recognized 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 to 2 years' experience applicable to the specified discipline

Knowledge:

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

Technical Competencies

Business Writing

Conveys written information and business reports in a detailed and effective manner to individuals or groups to ensure that they understand the message.

General Administration

Providing support for all SITA employees in administrative duties which include the tasks and activities that are part of the daily operations of the business.

Interpersonal and Behavioural Competencies

Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

Attention to Detail

The ability to ensure information is complete and accurate.

Disciplined

Showing a controlled form of behaviour or way of working, diligently.

Additional Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: <http://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <http://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: egovsupport@sita.co.za or Call: 0801414882

Closing Date : 28 Jul 2023

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

- 1 If you do not hear from us within two months of the closing date, please regard your application as unsuccessful
- 2 Applications received after the closing date will not be considered Please clearly indicate the reference number of the position you are applying for
- 3 It is the applicant s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority SAQA
- 4 Only candidates who meet the requirements should apply
- 5 SITA reserves a right not to make an appointment
- 6 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
- 7 Correspondence will be entered to with shortlisted candidates only
- 8 CV s from Recruitment Agencies will not be considered
- 9 CV s sent to incorrect email address will not be considered

*****NB: EMAILED CV'S WILL NOT BE ACCEPTED*****