



## Vacancy

**Administrator: Special Projects- Head Office, Killarney (6 months fixed term contract)** Ref: CATHS10/2018, Salary: R11033.25 cost to company per month.

**Job Purpose:** To provide a comprehensive clerical/administrative support services to the Special Projects Manager and ensure efficiency of his/her workflow

**Job requirements:** A National Diploma in Administration or equivalent, At least 1 to 2 years' experience in office administration, Experience in SETA environment is advantageous.

**Minimum competency requirements:** The incumbent should demonstrate capabilities related to: Project administration, High level of computer proficiency, Business writing, Records and archives management, Planning and organising, Stress tolerance, Attention to detail, Time management and ability to meet deadlines

**Job Responsibilities:** Provide secretarial services and comprehensive administration support for the Manager. Manage the designate manager's diary, schedule meetings, prepare agendas and collect materials for meetings, take minutes and keep records of proceedings, etc., when required. Follow up on project action plans. Capture all projects deliverables on the appropriate template. Review, proofread and edit documents prepared for the designated manager's signature, when required. Coordinate and provide end to end project administration within the area of responsibility. Keep and maintain records for the special projects and act as a liaison between the National Office and the Regions. Perform general office duties such as ordering supplies, maintaining records management systems, arranging travel and accommodation, attending to queries, etc. Implement applicable policies, procedures and processes. Implement internal controls and maintain sound administrative and governance services. Support the Special Projects Manager in achieving the department's operational plans

Please submit your CV and a cover letter indicating the position you are applying for to [HRvacancies@cathsseta.org.za](mailto:HRvacancies@cathsseta.org.za) by no later than Monday, 05<sup>th</sup> March 2018 at 16:00. Late applications will not be considered.

*Appointment will be subject to a compulsory three month probationary period. Remuneration will be commensurate with experience. CATHSSETA is an equal opportunity employer committed to the principles of Employment Equity. Disabled individuals are encouraged to apply. If you have not heard from us within 21 working days after the closing date, please consider your application as unsuccessful. CATHSSETA reserves the right not to make an appointment.*