



Safety and Security Sector Education and Training Authority (SASSETA) is a public entity, established in terms of Section 9 (1) of the Skills Development Act of 1998, as amended

The following vacancies exist in the organisation. These are contracts position expiring on 31st March 2020

REGIONAL ADMINISTRATORS X 3

All Inclusive Annual Remuneration Package (TCTC): R276 692

Reporting directly to the Provincial Manager, the Incumbents shall be responsible for:

- developing, implementing and managing filing system for the office;
- sending invitations to member stakeholders who have to attend meetings scheduled in the regional office and providing all logistical support for the office;
- making copies and preparing packs for all meetings;
- taking minutes during proceedings, preparing and distributing such minutes to all attendees;
- co-ordinating activities and/or events of the region e.g. regional stakeholders' workshops, and other briefing sessions;
- acknowledging receipt of and recording correspondence directed to regional office;
- sending outgoing correspondence of the regional office;
- preparing a monthly file for changes to be submitted to Finance Department for payroll purposes;
- attending to all learning programmes, discretionary grants and quality assurance enquiries at regional level;
- attending to all workplace skills plans (WSPs) and annual training reports (ATRs) enquiries;
- communicating with Head Office on all finance, HR and IT matters; and
- performing any other duty that may be delegated by the Manager from time to time.

JOB REQUIREMENTS

- A minimum of grade 12 (matric) plus any tertiary qualification at NQF Level 5 or above in administration / project administration / business administration or related qualification.
- A minimum of 2 years' relevant administration experience.
- Must be computer literate at an intermediate level.
- Previous exposure in the SETA environment will be an added advantage.

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COMPETENCIES, KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED

- Planning and organising skills;
- Minutes taking skills;
- Ability to prioritize;
- Must be a team player;
- Must be details-oriented;
- Must have good interpersonal skills;
- Records keeping / storage skills;
- Good communications skills (oral and written);
- Project management skills;
- Report writing skills;
- Problem solving and decision-making skills; and
- Good presentation and facilitation skills.

PLACE OF WORK

Regional Offices

1. Majuba TVET College in Newcastle (1 Administrator)
2. EThekweni TVET College in Durban (1 Administrator)
3. Old Prison (Gateway) Office in Pietermaritzburg (1 Administrator)

Submit your application, together with **certified copies** of all your qualifications including ID Copy, using one of the following options:

- **Email:** sassetahr@sasseta.org.za
- **Post to:** P O Box 7612, Halfway House, 1685
- **Hand Delivery:** SASSETA Office, Riverview Office Park, Janadel Avenue, Halfway Gardens, Midrand


Closing Date for Applications: 18 June 2018

Successful candidates will be subjected to security clearance and will also be expected to sign the employment contract and performance contract.

Only short listed candidates will be contacted. Should you not hear from us after three weeks from the closing date, assume that your application was unsuccessful.

PLEASE NOTE: Applications from unsuccessful candidates will not be retained.

NB: SASSETA reserves the right not to make an appointment.


25/05/2018