

JOB DESCRIPTION

DESIGNATION	Administrative and Technical Officer
Reporting to	Office of the Corporate Services Manager
Department	Office of the Corporate Services Manager
Location	Head Office, Pretoria

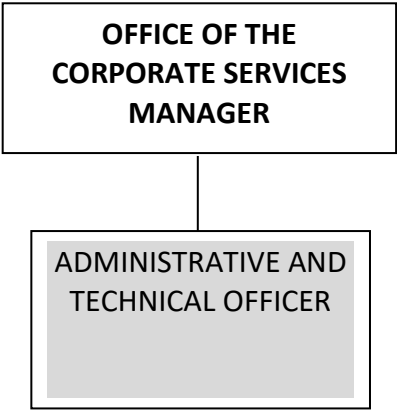
Compiled by	Corporate Services Manager
Approved by	
Status	Final
Sources	Source documentation
Grade	TBC

OUTPUT PROFILE

Purpose	To coordinate and control the administrative functionality and attend to the implementation of administrative procedures, applications and systems for Agrément South Africa.
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Key Performance Area	Performance Outputs
Office Administration and Management	<ul style="list-style-type: none"> • Provide support in respect of meeting coordination, including, but not limited to making all logistical arrangements required for meetings • Facilitate the management of data storage, retrieval and storage • Provide registry and messenger services • Comply with all legislative issues and requirements of the Archives Act, PAIA, etc. • Provide effective and efficient office administration • Provide reception support
Governance	<ul style="list-style-type: none"> • Maintain an integrated internal control systems related to administrative function • Compliance to all legislative and governance issues • Assist with Administrative/records management related audit matters
Innovation, excellence and transformation	<ul style="list-style-type: none"> • Ensure implementation of processes that capture and exploit innovative opportunities. • Set, standardise acceptable practices. Ensure efficient management of interfaces. • Ensure transformation within the area of responsibility to execute Agrément South Africa's mandate.
People Management and Leadership	<ul style="list-style-type: none"> • Ensure a positive and constructive culture • Ensure participatory democracy and Batho-Pele principles through a caring, accessible and accountable service • Ensure effective management and utilisation of resources.
Ad Hoc Duties	Perform any and all reasonable tasks given by the Office of the Corporate Services Manager

REQUIREMENTS DESCRIPTION & STRUCTURE

<p><u>Qualifications & Experience:</u></p> <ul style="list-style-type: none"> • A Diploma in Office Administration/Secretarial qualification or equivalent is a minimum requirement • 2-3 years' experience in a similar role 	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Administrative legislation (PAIA, Archives Act, PFMA, Batho-Pele Principles, etc.) • MS Office • Report writing
<p><u>Skills Required:</u></p> <ul style="list-style-type: none"> • Extremely organized, detail oriented and efficient • Ability to manage tight deadlines and punctual heavy workload • Customer/stakeholder relations • Strong interpersonal skills, excellent communication and reporting capability • Good telephone etiquette • Self-directing • Ability to work efficiently in a broad cultural spectrum • Forward thinking 	<p><u>Competencies Required:</u></p> <ul style="list-style-type: none"> • Planning and organizing • Operating boardroom equipment (projector, etc.) • Computer literacy • Conflict handling/ negotiation • Stress tolerance • Able to follow rules and regulation diligently
<p><u>Position Measures</u></p> <p><u>FINANCIAL MEASURES</u></p> <p><u>UNIT MEASURES</u> <input type="text"/></p> <p><u>PEOPLE MEASURES</u></p> <p>Direct Reports: <input type="text"/></p> <p>Indirect Reports: <input type="text"/></p> <p>3rd Party Staff</p>	<p><u>Organogram</u></p>  <pre> graph TD A[OFFICE OF THE CORPORATE SERVICES MANAGER] --- B[ADMINISTRATIVE AND TECHNICAL OFFICER] </pre>

SIGN OFF

Incumbent

Line Manager

HR Representative

Date Signed

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.