

AGRÉMENT SOUTH AFRICA VACANCIES

Group Assistant (Remuneration: R376 000.00 p.a.)

Reference number: ASA2/2018

Purpose of the job:

- The individual will provide administrative support to Agrément South Africa.

Key responsibilities:

- Provide support in respect of meeting coordination, including, but not limited to making all logistical arrangements required for meetings;
- Provide secretarial and administrative support, including, ordering stationery and other office equipment, filing and other general office administration duties;
- Liaise with suppliers and contractors for the maintenance of all office equipment and service areas including overseeing the stationery room and photocopy area to ensure it is running smoothly and is clean and tidy at all times;
- Type and prepare various documents (i.e. reports, presentations, letters, faxes, e-mails, etc.) accurately, timeously and in accordance with the specific needs;
- Perform electronic and manual filing of documents to ensure proper maintenance of records including retrieval of documents when required;
- Prepare, receive, register and dispatch documentation and mail;
- Perform information searches on the Internet, relevant books, journals and magazines in order to assist the department to execute its function;
- Organize meetings and events (book meetings, arrange refreshments, distribute agendas and minutes etc.) for the Exco and other meetings as might be required;
- Draft agendas and take minutes during meetings (Exco, Staff Meeting and other meetings as might be required);
- Acquire, maintain and apply sufficient knowledge and skills to effectively utilize various software programs and systems relevant to the office environment (e.g. MS Office Suite); and
- Perform any Ad Hoc Duties and all reasonable tasks given by the Office of the CEO and Corporate Services.

Qualifications

- A 3-year qualification in Public Administration (National Diploma/B.Tech/Degree)

Skills, experience and competencies

- Knowledge and understanding of PAIA, Public Service, Records and Archiving standards;
- 3-5 years relevant experience in administration or secretarial function;

- High level of computer literacy (PowerPoint, Excel, Word, etc.);
- Ability to exercise tact and good judgement with highly-sensitive information;
- Good planning and organizing skills;
- Good report writing skills;
- Ability to work accurately and efficiently;
- Ability to establish and maintain good relationships within the workplace;
- Ability to maintain high level of confidentiality and human dignity;
- Ability to function independently and within a team.
- Extremely organized, detail oriented and efficient
- Ability to manage tight deadlines and punctual heavy workload
- Customer/stakeholder relations

The candidate will be subjected to integrity checks before appointment is made. Interested parties should forward their CV's with your name, surname, position title and reference number on the subject line (e.g. Neo Segwe: Position interested in: Reference no: ASAXxxxx) to email address [**agrement@csir.co.za**](mailto:agrement@csir.co.za) by no later than **09 March 2018**.

Agrément South Africa is committed towards increasing the representation of marginalized groups in line with its Employment Equity Policy.

Please note that correspondence and communication will be only be conducted with shortlisted candidates and that Agrément South Africa reserves the right to no make an appoint.

Enquiries: Ms. Portia Molatlhegi at +27 12 841 2859.