

JOB ADVERT

Transport Education and Training Authority Maritime Chamber

Assistant Contract Administrator (Contract)

Cape Town

Package: Market Related

1. KEY PERFORMANCE AREAS:

1. Customer Relations

- 1.1 Assist visitors to the office and providing support, service and guidance;
- 1.2 Operate the switchboard, answer incoming calls, distribute calls and take messages;
- 1.3 Provide support to internal and external stakeholders;
- 1.4 Participate in provincial activities (Career and industry exhibitions and job fairs).

2. Chamber Administration

- 2.1 Order office stationery and equipment;
- 2.2 Coordinate office travel arrangements;
- 2.3 Assist with arranging workshops, meetings and minute-taking;
- 2.4 Perform a variety of routine office assignment such as copying and scanning of documents, filing of various reports following standardised office procedures;
- 2.5 Coordinate bookings for boardroom and training room, including catering and logistical services for events and meetings.

3. Document Management

- 3.1 File and maintain an effective electronic and manual document management systems;
- 3.2 Manage document flow and arrange courier of office documentation.

4. Finance and Contract Administration

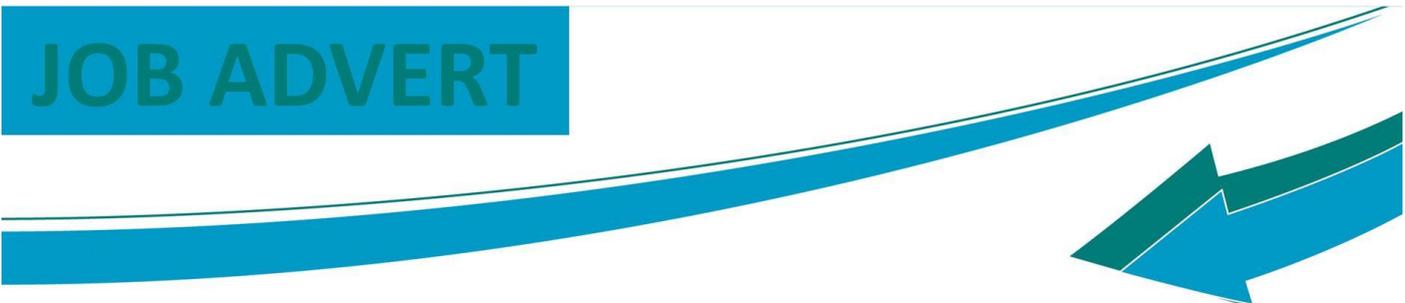
- 4.1 Assist with capturing and uploading contract deliverables onto electronic systems;
- 4.2 Prepare and submit claims for payment and providing proof of payments to stakeholders.

2. MINIMUM REQUIREMENTS

2.1 Qualification and Experience

- M+3 qualification in HRM/ ETD or relevant tertiary qualification;
- Minimum of 2 years' administrative experience;
- Exposure to ETD/SETA/ Public sector environment will be an advantage;

JOB ADVERT



- Overtime and willing to travel.

2.2 Knowledge and Skills

2.2.1 Knowledge of:

- Understanding of contract management;
- Ability to operate a range of office machines such as printers, scanners, copiers and faxes;
- Knowledge of standard office procedure;
- Ability to work as part of the team;
- Detail oriented;
- Problem solving;
- Knowledge of SDA, SDLA, NQF and SAQA.

2.2.2 Skills

- Computer skills including MS Word, MS Excel, MS Outlook, MS Power Point;
- Administration skills;
- Good communication skills (both written and verbal);
- Telephone etiquette.

Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter to recruitment@teta.org.za. All applicants will be considered in terms of TETA Employment Equity Plan. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The closing date for applications is Wednesday, 12 June 2019.

Should you not hear from us within 21 days of the closing date, kindly consider your application as unsuccessful.

