

Advertisement

Administrator: Facilities

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ an **Administrator: Facilities**, who will report directly to the **Specialist: Facilities** and be based at **Centurion: Head Office**.

Grading: (Role Band: C1)

Salary: R291 062 (Total Cost to Company per annum)

The role of this position is to:

Provide sound, effective and efficient administration services and support to Facilities & OHS & Security Management unit, whilst maintaining confidentiality, integrity and compliance to SETA policies & procedures

Key Performance Areas will include but not limited to the following:

- Sound effective and efficient administration of all records and information to enable easy accessibility and accuracy and comprehensiveness of information
- Create and maintain efficient administration system e.g. invoices, meeting schedules etc.
- Ensure well organized, up-to-date filing system is implemented and maintained
- Manage the storerooms and cleaning inventory levels for head office
- Liaise with Auditors and provide audit information (internal and external) as requested
- Record and file all documents within the agreed deadlines
- Collate information for audit queries
- Perform general administrative duties
- Prepare reports and load evidence on performance against Annual Performance Plan (APP)
- Handle, report and respond to stakeholder queries and complaints
- Support and assist the Facilities & OHS & Security team
- Liaise with other departments to ensure proactive communication of projects and other activities
- Coordinate travel arrangements for the Team
- Compile monthly reports on areas of responsibility
- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Assist to continuously track, monitor and measure the units performance against set standards and performance targets
- Execute sound administration and recording across the units services, processes and procedures
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- National Diploma in Public Administration/ Public Management
- 2 years' working experience in administration
- MS Package (Word, Excel, MS PowerPoint)

Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s). The organisation will give preference to candidates in line with the Employment Equity goals.

NB: Please include the name of the position on the email subject line.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at recruitment2@wrseta.org.za The closing date for applications is: **29 April 2025**