

Advertisement

Administrator: Communication and Stakeholder Management

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

Grading: (Role Band: C2)

Salary: R389 465 (Total Cost to Company per annum)

The role of this position is to:

Provide sound, effective and efficient administration services and support to Communication and Stakeholder Management Unit, whilst maintaining confidentiality, integrity and compliance to SETA policies & procedures

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

- Effective 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
- Daily media monitoring, ensuring Manager is continuously informed
- Manage social media networks effectively
- Dispatch corporate and promotional material to regional offices and for events
- Prepare and update divisional and organisational year planners
- Manage all divisional registers for promotional materials, gifts, etc.
- Manage the storeroom
- Provide support at exhibitions and conferences
- 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**)
- Co-ordinate admin and design processes for the Annual Report, adverts, invitations newsletters and other publications
- Liaise with ICT on updates to the website and distribution of information to stakeholders
- Handle, report and respond to stakeholder queries and complaints
- Support and assist the Marketing and Communications team
- Liaise with other departments to ensure proactive communication of projects and other activities



- Coordinate travel arrangements for the Marketing & Communications 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 Marketing and Communications performance against set standards and performance targets
- Execute sound administration and recording across all Marketing and Communications services, processes and procedures
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- Bachelor's Degree/National Diploma Marketing, Public Relations, Journalism and Graphic Design.
- 2 years' working experience in administration
- MSWord, MS Powerpoint
- Social media management

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: **16 March 2026.**