

## **JOB SPEC: ADMINISTRATOR**

### **A: JOB INFORMATION SUMMARY**

Job title	:	Administrator
Job Category	:	Skilled level
Industry	:	Education, Training & Development
Salary	:	R10 000.00 per month
Position Type	:	Temp (3 months contract)
Location	:	Centurion, Pretoria
Post reports to	:	Training and HR Coordinator

### **B: JOB PURPOSE:**

The Public Sector Accountancy and Audit Academy (PSAAA) has an opportunity in its administration department of a temporary administrator. The candidate should possess experience in the following:

### **C: KEY PERFORMANCE AREAS:**

- Answering of incoming calls
- Data capturing
- Training coordination
- Perform the academy's general administrative and clerical support.
- Ad hoc reception duties
- Compiling training reports

### **D: APPOINTMENT REQUIREMENTS**

#### **The following requirements are applicable:**

- Matric/ grade 12 or equivalent
- Relevant tertiary qualification
- Microsoft office package
- Minimum 2 years relevant experience

**Tel:** +27 010 109 6243 | **Email:** administrator@publicsectoracademy.co.za | **Web:** www.publicsectoracademy.co.za.

**Postal Address:** PO Box 36303, Menlo Park, 0102 | **Physical Address:** Cambridge Office Park, Building 10, 5 Bauhinia St, Highveld Techno Park, Centurion.

**Board Members:** ET Sebaka RGA (Chairperson), M Buthelezi RGA CIA (Dep. Chairperson), M Morena CHRP (Acting CEO), H van Zyl RGA (Director), M Sebaka RGA, H Chiloane RGA, MJ Coetzee RGA.

**Registration No.:** 2020/427965/07 | **B-BBEE Level:** Level 2 Contributor.

## **E: SPECIFIC SKILLS & PERSONAL ATTRIBUTES**

- Communication (verbal and written)
- People skills
- Ability to perform under pressure.
- Ability to use technology effectively.
- Highly organized person
- Ability to build relationships with clients and staff.
- Must be a team player.

Applications must be submitted by email to [dministrator@publicsectoracademy.co.za](mailto:dministrator@publicsectoracademy.co.za) or by 12 June 2021.

*PSAAA is an equal opportunity employer and therefore preference will be given to candidates who will add value to the diversity of PSAAA. Correspondence will be limited to shortlisted candidates only. Only candidate who meet the requirements should apply. PSAAA reserves the right not to make an appointment. By applying, the applicant gives PSAAA permission to perform background, security, and employment reference checks and to verify documents and qualifications.*