



SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

JOB PROFILE

JOB TITLE	Administrator		
REPORTING TO	Senior Manager: Quality and Standards and Technology Transfer		
JOB GRADE	B4	Minimum	Maximum
		R131 519	177 938
MAIN PURPOSE OF THE JOB	To provide effective administrative support to the Senior Manager Quality and Standards and Technology Transfer. The Administrator will also be responsible for ensuring that the day to day operation of unit is coordinated and managed effectively and efficiently.		
NO OF INCUMBENTS	1		
LOCATION	National Office: Stp		
REQUIRED MINIMUM EDUCATION	<ul style="list-style-type: none"> ❖ Matric ❖ An accredited qualification in Office Administration 		
REQUIRED EXPERIENCE	<ul style="list-style-type: none"> ❖ 3-5 years' experience preferably in an operational environment ❖ Well skilled in MS Office ❖ Knowledge of ACCPAC would be advantageous 		
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Administration and Coordination of activities. ❖ Coordinate Procurement and Finance Functions in the Unit. ❖ Implement and maintain an effective filing system. ❖ Project Administration for the unit. ❖ Provide ongoing ad hoc support to the unit. 		

CRITICAL COMPETENCIES	Computer Skills, Good communication and Interpersonal skills Planning and organising skills, coordination skills, Time management, secretarial skills, Work under pressure, ability to arrange meetings and workshops.
ADDITIONAL COMPETENCIES	Confidentiality, Excellent reconciliation capabilities, Responsible, Team player
Closing Date: 21 April 2015	
To apply, please send your application to recruitmentstp@seda.org.za	
The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful	