



SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

JOB PROFILE

JOB TITLE	Administrator: Incubation		
DURATION	Twelve (12) Months Fixed Term Contract		
REPORTING TO	Managers: Incubation		
JOB GRADE	B4	Minimum	Midpoint
	CTC	R 233 458.00	R 274 656.00
NO. OF INCUMBENTS	1		
DIVISION	Seda Technology Programme		
LOCATION	Seda National Office		
MAIN PURPOSE OF THE JOB	To provide effective administrative support to the Incubation Unit.		
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Coordinate Procurement and Finance functions in the Unit. ❖ Implement and maintain an effective filing system. ❖ Project Administration for the unit. 		
REQUIRED MINIMUM QUALIFICATION	Matric (NQF Level 4) and a Certificate (NQF Level 5) in Office Administration		
REQUIRED WORK EXPERIENCE	<ul style="list-style-type: none"> ❖ 2-3 years' experience preferably in office administration ❖ Well skilled in MS Office. ❖ Knowledge of accounting systems would be advantageous ❖ Understanding of financial principles ❖ Understanding of procurement principles ❖ Understanding of project management principles 		
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Advisory Service ❖ Communication ❖ Stakeholder Engagement ❖ Analytical ❖ Business Acumen 		

	<ul style="list-style-type: none"> ❖ Problem-Solving & Decision-Making ❖ Planning & Organising ❖ Monitoring & Evaluation ❖ Performance Driven ❖ Administrative Diligence ❖ Team Work ❖ Adaptability & Flexibility ❖ Policy Adherence ❖ Negotiation ❖ Basic Computer Skills ❖ Financial Acumen ❖ Office Management
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NB: It is the organization’s intention to promote equity and representivity in terms of race, gender and people living with disability as per the set numerical targets contained in the organizational Employment Equity Plan (EE Plan). **Previously Disadvantaged Individuals are encouraged to APPLY.**

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. **Proposed offers will be made from Minimum to Midpoint as advertised.**

- ❖ 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.
- ❖ Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant’s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).
- ❖ Applicants should note that any false information contained in their cv and related documents could result in disqualification and/or summary dismissal. Please note that by applying for this position, you give SEDA permission to process your personal information in compliance with POPI ACT.

To apply, please send your CV to recruitmentstp@seda.org.za

Please state the position you are applying for in the subject line. **Closing Date: 05 July 2024**