



SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

JOB PROFILE

JOB TITLE	Branch Administrator		
DURATION	Twelve (12) Months Fixed Contract		
REPORTING TO	Branch Manager		
JOB GRADE	B4	Minimum	Midpoint
	TOTAL CTC	R218 185	R256 688
NO. OF INCUMBENTS	1		
DIVISION	Enterprise Development Division		
LOCATION	Gauteng - Joburg Branch		
MAIN PURPOSE OF THE JOB	To provide secretarial and administrative support to the Branch to ensure that day to day operations are effectively and efficiently coordinated.		
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Provide secretarial services to the Branch Office ❖ Provide administrative support to the Branch Office ❖ Procurement of goods and services ❖ Implementation of effective filing system in the Branch Office 		
REQUIRED MINIMUM EDUCATION	❖ Matric (NQF level 4) and a certificate in Administration (NQF Level 5)		
INHERENT JOB REQUIREMENTS	<ul style="list-style-type: none"> ❖ 2-3 year's work experience in a similar environment <p>Able to demonstrate:</p> <ul style="list-style-type: none"> ❖ Comprehensive knowledge of secretarial, administrative duties and responsibilities 		

CRITICAL COMPETENCIES

- ❖ Advisory Service
- ❖ Communication
- ❖ Stakeholder Engagement
- ❖ Analytical
- ❖ Business Acumen
- ❖ 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

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). 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.

- ❖ 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 recruitmentgp@seda.org.za

Please state the position you are applying for in the subject line.

Closing Date: 02 May 2024