



CO-OPERATIVE BANKS DEVELOPMENT AGENCY

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CO-OPERATIVE BANKS DEVELOPMENT AGENCY (CBDA)

PROGRAMME ADMINISTRATOR (3 YEAR CONTRACT): CENTRAL SUPPORT SERVICES

REF: 20190425

SALARY: FROM R327, 035.16 – R385, 240.53 PER ANNUM (COST TO COMPANY)

PRETORIA

PURPOSE:

To provide secretarial and administrative support services to the Central Support Services and facilitate all administrative operations.

KEY OUTPUTS:

This position will report to the Head of Central Support Services and the successful candidate will be responsible for the activities associated with the job description of a Programme Administrator within the Central Support Services, which include, but are not limited to:

Secretarial Support: Maintain the director's diary and manage appointments• Distribute all incoming and outgoing documents and recorded on electronic document tracking system• Arrange meetings and all the logistical requirements and prepare programmes and record minutes of meetings• Liaise with the internal travel agency and manage travel arrangements in assistance with the itinerary• Respond to telephonic enquiries and screen calls where necessary• Handle confidential information with discretion and accompany manager to meetings if, and when required.

Administrative Support: Collate and quality control draft consolidated unit reports for consideration and inputs (monthly MANCO and quarterly reports)• Draft correspondence for the manager and collect information for analyses• Perform supply chain management and support functions for the unit, and process claims and invoices, obtain quotations for non-store items• Maintain the filing system and administer leave registers and telephone accounts for the business unit• Keep abreast with the procedures and processes applicable to the office• Perform reconciliation of subsistence and travel claims• Other functions as and when required by the Head of Central Support Services.

Budget Contribution and Monitoring: Prepare budget requirements and travelling submissions in alignment with the allocated budget• Confirm availability of funds within budgetary limits.

The CBDA is an equal opportunity employer.

Please forward your detailed CV, quoting the above reference number for the attention of Ms. Ayanda Radebe. Co-operative Banks Development Agency, Private Bag X115, Pretoria, alternatively hand delivery to Co-operative Banks Development Agency, National Treasury Building, 240 Madiba Street, Pretoria, 0002. Alternatively e-mail your CV to CBDARecruitment@treasury.gov.za

NOTE: Correspondence will be limited to shortlisted candidates only. The preferred candidate (s) will be subjected to a competency assessment, security clearance and qualification verification and be required to enter into a performance contract.

REQUIREMENTS:

- A National Diploma/ Degree in management/ Public Administration and related.
- 3-5 years relevant administrative and/or secretarial experience.
- Must be computer literate (MS Office package).
- Very good interpersonal and report writing skills.
- Supply Chain Management skills an advantage.

Closing date: Wednesday, 9th May 2019 by close of business.

No late applications will be considered.