WE ARE NOW HIRING

Contract Branch Administrator (City of Tshwane)

An exciting opportunity has arisen for Contract Branch Administrator (City of Tshwane) 3 months temp position.

Type: **3 months temp**
Closing date: **23 November 2026**
Apply now: **Email CV to: recruitment@tianaconsulting.co.za**

Purpose of the Job:

To provide secretarial and administrative support to the Branch to ensure that day to day operations is effectively and efficiently coordinated.

Requirements Minimum Qualification:

- Matric and a certificate in Administration (NQF Level 5)

Requirements Minimum Work Experience:

- 2-3 year's work experience in a similar environment
- Able to demonstrate:
- Comprehensive knowledge of secretarial, administrative duties and responsibilities

Key Performance Areas:

- 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

Provide secretarial services to the Branch Office

- Perform day to day diary coordination for the Branch Manager
- Co-ordinate travel requirements for Branch Office staff liaising with Office Assistants in Provincial Office
- Compile correspondence, minutes and reports for Branch Manager's signature
- Make arrangements and co-ordinate conferences and meetings

Provide administrative support to the Branch Office

- Organize logistics for functions and on occasion act as hostess if required
- Organise internal functions as well as refreshments when necessary
- Relief of switch board and reception area

Procure of goods and services

- Identify and coordinate the need for goods and services
- Draft motivation and get approval from Branch Manager
- Provide procurement services to the Branch Office (Business Advisors), following the SCM policy and processes
- Procure and monitor Branch Office inventory

Implementation of effective filing system in the Branch Office.

- Implement an effective filing and record management system in line with the Branch guidelines
- Maintain a database of Client files and records
- Control access to the Branch filing and record management system
- Liaise with third parties for on and off-site backup storage of Branch files and documentation
- Develop and maintain a paper and electronic filing and records management system.

Critical Competencies:
The candidate must demonstrate the following skills and attributes:

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- Advisory Service FL1
- Communication FL1
- Stakeholder Engagement FL1
- Analytical FL1
- Business Acumen FL1
- Problem-Solving & Decision-Making FL1
- Planning & Organising FL1
- Monitoring & Evaluation FL1
- Performance Driven FL1
- Administrative Diligence FL1
- Teamwork FL1
- Adaptability & Flexibility FL1
- Policy Adherence FL1
- Negotiation FL1
- Basic Computer Skills FL1
- Financial Acumen FL1
- Office Management FL1

If you need more information about the position, please contact us on 011 431 1354, one of our Consultants will assist you.