

Position: Board Administrator
Type: 6 months contract
Salary: R43 711.72 per month

Interested candidates should email CV to: recruitment@tianaconsulting.co.za

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

Main Purpose

To perform and ensure the efficient execution of Divisional financial administration and ensure related financial controls are adhered to and complied with.

Requirements:

- NQF 5 Office Administration, Social Science or Business Administration or equivalent
- A relevant NQF 6 Qualification in Office Administration / Business Administration, or equivalent.
- 2 - 3 years' experience at Board administrative level
- 3 – 4 years' experience at a Board administrative level.

Technical Competencies:

- Proven ability to treat sensitive/confidential information with appropriate discretion.
- Experience providing Accounting Authority administration.
- Average understanding of Corporate Governance in South Africa.
- Above average understanding of the South African SETA Environment.
- Knowledge of PFMA.

Behavioural Attributes

- Ability to communicate and explain information, processes, timeframes and deadlines
- Intermediary Computer Literacy (Ms Office, Excel)
- Professional demeanour and good interpersonal skills.
- Ability to effectively interact with a diverse population of staff, participants, and stakeholders.
- Self-motivated, with proven ability to proactively organize and prioritize work and meet critical deadlines.
- Organisational Skills
- Results oriented

Key Performance Areas:

- Administers the Accounting Authority of meetings, deadlines, and upcoming special events to ensure that the schedules are adhered to.
- Coordinate and prioritize daily appointments and business obligations in consultation with the Board Secretary to ensure all deliverables are captured.
- Arrange and administer the Accounting Authority conferences, including handling communication, travel arrangements, and accommodation should a need arise.

- Coordinates legislative outreach efforts including sending materials and scheduling meetings and visits on behalf of Executive Director and Strategic Leadership Team.
- Plans, coordinates, and arranges Accounting Authority Committee meetings by circulating the agenda, reserving facilities and arranging catering to ensure proper logistical arrangements.
- Coordinates travel arrangements and accommodations for Board members.
- Maintain the record keeping of hard and electronic copies of all minutes in compliance with audit requirements, including preparation and tracking of all Accounting Authority related agenda, resolutions and activities.
- Creates, updates, distributes and files Accounting Authority communications and documentation, including all information related to the Accounting Authority administration and governance.
- Operates within controls and procedures to ensure the integrity of PSETA.
- Identifies and reports risks or areas of concern to management within own department and area of responsibility.
- Ensures compliance with all relevant regulations and procedures to prevent fruitless, wasteful, and irregular expenditure.
- Assists with the review and revision of support documentation being used in processes which directly affect the Accounting Authority.
- Build relationships and maintain contact lists of relevant organizations, businesses and other groups related to PSETA and the Accounting Authority.
- Works collaboratively with stakeholders by establishing and maintaining effective working relationships.
- Maintains the stakeholder database to guarantee current update information.
- Represents PSETA in meetings with stakeholders in a professional manner and mitigate problems whilst demonstrating a high level of integrity in line with PSETA core values.
- Obtains costing information for events to assist department in budgeting and forecasting.
- Requests petty cash in line with Finance guidelines where necessary.
- Drafts requisitions for required services according to Accounting Authority requests and escalates them to Supply Chain Management (SCM) for processing timely.
- Follows up to ensure that invoices are paid timeously and communicates with Finance on processing of invoices.