



Internal and External applications are invited from suitably qualified persons to fill the following vacancy in the Strategic Human Capital Division at Rietvlei

ADMINISTRATIVE ASSISTANT

OVERALL RESPONSIBILITY

To assist and support the Employment Equity Section by providing an efficient service to achieve overall objectives in the Strategic Human Capital Portfolio.

PRIMARY DUTIES

- Effective utilisation of software packages
- Minute taking and an accurate record thereof
- Provision of an accurate and efficient administrative service
- Co-ordinate meeting and / or interviews as and when required
- Ensure catering and conferences are booked procedurally and correctly
- Photocopying as and when required
- Liase with Management and staff members as and when required
- Accurate and suitable filing of all related documentation
- Co-ordinate and manage budgets
- Follow up on queries and ensure information is easily accessible
- Co-ordinate stationary requirements
- Assist in Employment Equity and Disability training Co-ordination
- Arrange logistics for Employment Equity Co-ordinator
- Manage Admin of the Employment Equity forum
- Co-ordinate data for submission of Employment Equity report to Department of Labour
- Co-ordinate statistical data for Analysis of departmental Employment Equity targets

JOB REQUIREMENTS

- Grade 12 and a nationally recognised tertiary qualification (i.e. Admin Diploma) is essential
- 2-4 years general office admin experience preferably in an HR environment
- Good Communication skills (verbal and written)
- Computer Literacy in all programmes relevant to the job
- Good statistical and numeracy grasp
- Driver's Licence (Code 08)

COMPETENCY PROFILE

KNOWLEDGE	SKILLS	BEHAVIOUR
<ul style="list-style-type: none">• Computer skills• General understanding and knowledge of policies and procedures• SAP HR• Diary Management• Travel and meeting arrangement• Minute-taking	<ul style="list-style-type: none">• Planning and Organisational Skills• Good Communication skills• Building strategic relationships• Problem solving skills• Initiative-driven• People Skills	<ul style="list-style-type: none">• Performance and results orientated• Customer service orientated• Positive attitude• Self motivated• Proactive approach• Task orientated

In making the final selection, consideration will be given to achieving Rand Water's Employment Equity Objectives.

Should you not receive correspondence from Rand Water within 30 days from the closing date, please accept that your application has been unsuccessful.

Rand Water reserves the right not to make appointments to any of the advertised positions at any stage

APPLICATIONS MUST BE SUBMITTED TO THE EMAIL ADDRESS BELOW

E-MAIL: recruit1@randwater.co.za

CLOSING DATE: 28 September 2016

NOTICE NUMBER: 3379