

Position: Administrator
Department: Inspections
Closing Date: 15 June 2023

REQUIREMENTS

- Relevant degree or Diploma
- Working knowledge of spreadsheet applications
- Working knowledge of databases and various IT systems
- Advanced knowledge of Microsoft - Word & Excel
- Tertiary certification in worksheet applications (advantageous)
- 3 – 5 Years experience in a similar position

KEY PERFORMANCE AREAS

- To assist in the planning and scheduling inspections of inspections.
- To assist in preparing statistical information for the Inspections department.
- To assist in preparing and reconciling various Inspection budgets.
- To assist with out-of-town travel arrangements.
- To assist with drafting and finalising Inspection reports.
- To provide administrative support to the Inspections Department.
- Implement and maintain administrative office systems, such as filing systems (paper and electronic) and document management for the unit
- Carry out other administrative duties as and when required from time to time.
- To assist with taking or drafting minutes for departmental and Committee meetings

ATTRIBUTES

- Unquestionable integrity and objectivity.
- Attention to detail.
- Excellent verbal and written communication in English.
- Professional attitude.
- Deadline driven with high levels of accuracy.
- Hard-working person.
- Must be able to interact with all levels of employees and maintain a high level of confidentiality.
- Strong time management and planning skills.
- Team player with the ability to work in isolation for extended periods.

CVs must be e-mailed to hr@irba.co.za

The IRBA is an employment equity employer. To comply with our equity plans, preference for this position will be given to Indians, & candidates with disabilities. Correspondence will be limited to short listed candidates only. Only candidates who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security, credit and reference checks and to verify documents and qualifications. Shortlisted candidates may be asked to complete a psychometric assessment before a final appointment is made. As this position is one of trust and honesty and includes the handling of cash and finances, relevant credit checks will be performed on candidates.

In order to consider any application for employment, we will have to process your personal information. The Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to the above right, the IRBA is under a duty to provide you with various details pertaining to the processing of any applicants' or their representatives' personal information. These details are housed under the HR Processing Notice, which can be accessed and viewed on the IRBA website: <https://www.irba.co.za/library/popi-act> which HR Processing Notice we request you kindly download and read prior to responding to this Job Advert.

Only CV's received directly from individual candidates or from recruitment agencies appointed by the IRBA will be considered. All suitable candidates who are not registered with recruitment agencies appointed by the IRBA are encouraged to apply for this position directly, to be considered.