

**Position:** Technical Assistant  
**Department:** Education & Transformation  
**Closing Date:** 30 APRIL 2021

### **REQUIREMENTS**

- Bachelor's degree preferably in commerce, accounting or legal
- Professional body membership

### **KEY PERFORMANCE AREAS**

- Professional body accreditation: co-ordination and administration
- Professional body monitoring: co-ordination and administration
- CPD monitoring and evaluation
- Report preparation for accreditation, monitoring and CPD
- Business process development for ET Department
- Manage and respond to the needs of stakeholders
- Education & Transformation administrative support as required

### **SKILLS & PERSONAL ATTRIBUTES**

- Analytical skills
- Critical thinking
- Experience in learning and development
- Research skills
- Report writing skills
- Project management experience
- Innovation and creativity
- Experience in dealing with a professional body (directly or indirectly)

CVs must be e-mailed to [hr@irba.co.za](mailto: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 Coloured and African candidates or 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.***