



**POSITION:** TECHNICAL ASSISTANT (FIXED TERM- 6 MONTHS)  
**DEPARTMENT:** EDUCATION & TRANSFORMATION

**CLOSING DATE:** 17 February 2023

### **REQUIREMENTS**

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

### **KEY PERFORMANCE AREAS**

- Professional body accreditation: technical support, co-ordination and administration
- Professional body monitoring: technical support, co-ordination and administration
- Manage and respond to the needs of various internal and external stakeholders
- Writing reports, preparing minutes and project planning
- 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
- Attention to detail
- Proactive communication
- 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 Indian & 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.***