

Job Title:	Administration Clerk: Colabs (6 Months Temporary Contract)
Organisation:	NEMISA
Department:	Office of the CEO
Location:	Parktown, Johannesburg
Salary Range:	Level 5, Notch 1
Upward Reporting Relationships:	National Colab Director
Reference Number:	NEM-08/26/06/2019

MAIN PURPOSE OF JOB

Administer the activities of the National Colab Director which are collaborative e-skills CoLabs across the country in association with local partnering universities, consolidate strategic leadership development and management

JOB OBJECTIVES

- Coordinate communication between various department, schedule meetings, distribute reports and keep all Colabs informed of general business operations.
- Handling of all internal and external queries in a professional manner
- General admin and filing
- Undertaking daily administrative tasks to ensure the functionality and coordination of the department's activities
- Data capturing
- Planning and management of the department action plans
- Supporting National Colab Director in organising various projects
- Direct, review and coordinate activities of all departments to ensure they are in-line with the Department mandate
- To be a principal point of contact for Colabs around the Country as well as other service providers
- Other general duties which may be required from Management from time to time

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545 Auckland Park, Johannesburg 2006, www.nemisa.co.za

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Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhali; Mr Lucas Mello
Executive Directors: Mr Phuti Phukubje (Acting CEO); Mr Thilivhali Ramawa (CFO)
Company Secretary: FluidRock Advisory (Pty) Ltd (Acting Company Secretary)



Education: Formal Qualifications		
Level of Education:	Grade 12	
Job related Work Experience <i>Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.</i> Minimum: <ul style="list-style-type: none">• At least 1+ years' experience in ICT working knowledge of various computer applications• Experience in procurement and processes• Remain focussed and self-directed under pressure• At least 12 months + experience within Public Sector		
Job related Knowledge <i>Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.</i> <ul style="list-style-type: none">• Digitally literate• Collaboration• Analytical• Report Writing• Written and Verbal Communication• Presentations• Project / event management• Strong administration skills		

Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: Administrationclerk@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- **PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY**
- Closing Date: **17 July 2019 (16:30 PM)**

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports achievement of our Employment Equity goals.