

Personal Assistant –to the Chief Information Officer

Permanent position- REF: ICT 001/04/2023

THE EMPLOYER

The Cross-Border Road Transport Agency (C-BRTA) is a statutory authority, established in terms of Section 4 Act No. 4 of 1998 as amended, to regulate cross border road transport by providing an unsurpassed service through regulating cross border movements, facilitating resolution of constraints along the various transport corridors and borders as well as through effective law enforcement. Four key focus areas of the C-BRTA. (1) Facilitation; (2) Research & Advisory; (3) Regulatory Services and (4) Law Enforcement. The C-BRTA Offices is located at 350 Witch-Hazel Street, Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria. For more information visit www.cbrta.co.za

JOB PURPOSE

To provide a professional, effective and confidential and high level administrative / PA function to the Executive.

REQUIREMENTS

Formal Qualifications:

A national diploma or NQF level 6 qualification in Office Administration or related field

Experience:

3 years' Secretariat or Executive Assistant or relevant experience.

KEY PERFORMANCE AREAS

The successful candidate will be responsible for the following:

- Performing office administration function in the office of the Executive.
- Performing registry service to the office of the Executive and the Division.
- Managing office documents as per the document management system of the C-BRTA.
- Providing secretarial services to the Executive
- Performing Personal Assistance functions to the Executive.

COMPETENCY REQUIREMENTS

- Planning and organising Skills
- Office administrative processes and procedures
- Documents Management Principles
- Confidentiality
- Attention to detail
- Sense of urgency Analytical skills
- Accuracy
- Professional
- Diary Management
- Event Management
- Excellent typing Skills
- Office Admin Skills
- Minutes Taking Skills
- Computer software packages (Excel, PowerPoint, Word)
- Filing Procedures

Submit detailed CV's including certified copies of qualifications and ID copy (certified copies must not be more than 3 months) to: Mongezi Shezi at recruitment23@cbrta.co.za and please quote the reference number.

BENEFITS:

Employer offers an all-inclusive remuneration package of R495,100 p.a.

People with disabilities are encouraged to apply.

Closing Date: 12 May 2023

C-BRTA reserves the right not to appoint.

Short-listed candidates will be subjected to reference and background checks. Application received after the stipulated closing date and time will not be considered. Should you not hear from the C-BRTA within one month after the closing date, kindly consider that your application was unsuccessful.

"The C-BRTA is committed to employment practices that redress past imbalances in respect of race, gender, creed, and disability, and as such the relevant policies will be considered during selection and placement."

The applicant at the level of Executive position, Senior Management position or any other position as determined by the C-BRTA will be subjected to competency assessments.

In order to consider any application for employment, the Agency will have to process your personal information. The documents submitted will be solely used for recruitment purposes. 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 this right, the Agency is under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR. Processing Notice**, which can be accessed and viewed on the C-BRTA website: <https://www.cbrta.co.za/legal> which **HR. Processing Notice** we request you kindly download and read.