

# Senior Administrative Officer - Company Secretary (*Permanent Position*)

REF: CEO 06/11/2022

## 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](http://www.cbrta.co.za)

## JOB PURPOSE

To provide a professional, effective, confidential and high level administrative to the Company Secretariat Office.

## REQUIREMENTS

### Formal Qualifications:

- National Diploma or NQF level 6 qualification in Office Administration or related field.

### Experience:

3 years' Office Administration experience

## KEY PERFORMANCE AREAS

The successful candidate will be responsible for the following:

- Office administration
- Efficient documents management
- Providing secretarial services

## COMPETENCY REQUIREMENTS

- Organisational skills
- Good time management.
- Office administration skills
- Documents Management Principles
- Events Management

## BENEFITS:

Employer offers an all-inclusive remuneration package of R427,800. 00 p.a.

- Computer software packages (Excel, Powerpoint, Word)
- Filing
- Analytical skills
- Accuracy
- Confidentiality
- Sense of urgency
- Attention to detail
- Filing Procedures

Submit detailed CV's including certified copies of qualifications and ID copy (certified copies must not be more than 3 months) to: Ayanda Zwane at [recruitment18@cbrta.co.za](mailto:recruitment18@cbrta.co.za) and please quote the reference number.

**NB: This position will be filled in line with the Agency's Employment Equity targets. People with disabilities and blacks are encouraged to apply.**

**Closing Date: 29 November 2022**

### 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.