



**DIVISION: STUDENT SUPPORT
SERVICES**

DEPARTMENT: OFFICE of the ED: SSS

POST: SENIOR OFFICE ADMINISTRATOR

**POST N°: 5045
PEROMNES GRADE: 10**

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Handle inquiries and liaise with internal and external stakeholders;
- Manage the front desk;
- Oversee all operational aspects in the line-manager's office;
- Minute-taking at all meetings;
- Manage the diary of the line-manager;
- Coordinate and manage meetings, events, and workshops;
- Booking of venues; caterers, emails to invitees; access control arrangements;
- Coordinate travel arrangements for all relevant staff members;
- Assist the line-manager in managing and controlling the departmental budget;
- Oversee general administrative operations of the department.
- Perform job related tasks and activities that may arise in the office of the ED – SSS.
- Work with strict privacy and confidentiality at all times relating to the job of senior administrator.
- Be able to achieve all key performance indicators as linked to key performance areas.

APPLICATION CRITERIA:

Qualification/Experience:

- Basic qualification: UOT B Tech or Advanced Diploma in: Office Management or Office Technology or Office Administration
- MS Office Suite (Word, Excel, PowerPoint, Access, publisher, Email, and Internet)
- Minimum of three-year relevant experiences as a Secretary, Office Assistant Administrator or Clerk, Office Administrator
- Experience of working in a University is an advantage

Skills:

- Written and verbal communication skills;
- Good interpersonal skills;
- Ability to work under pressure;

- Problem-solving skills;
- Good telephone etiquette;
- Computer literacy;
- Ability to support different teams.
- Leadership and organizational skills.
- Being confidential and understanding confidentiality.

CLOSING DATE FOR APPLICATIONS: 01 November 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment5@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms G Dibakwana, Tel 016 950 6848 / email address: glendad@vut.ac.za

HR Business Partner: Ms Ntediseng Motaung, Tel 016 950 9160 / email address: ntediseng@vut.ac.za

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. "In line with the spirit of the Employment Equity Act, preference for this position will be for People with disabilities, African male, Coloured male, Indians and White male in line with VUT Employment Equity Plan and Recruitment policy. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

