

INTERNAL / EXTERNAL ADVERT

Business Unit: Investment Promotion		Date: 20 February 2024
Job Title:	Office Administrator	
Reporting to:	General Manager: Business Retention & Expansion	
Job Grade:	B4	
Duration:	Permanent	

Brief Outline of Duties:

To provide secretarial support to the Executive Manager, the General Manager, and administrative support to the Business Retention & Expansion sub-unit.

KEY PERFORMANCE AREAS (Among others)

1. Collate the department's performance information for reporting.
2. Coordinate logistics for missions/seminars /workshops.
3. Schedule and co-ordinate for the Executive Manager and General Manager.
4. Coordinate travel and hotel arrangements.
5. Coordinate administrative support.

JOB SPECIFICATION

Educational and /or Technical Competencies:

- Matric, National Diploma in Office Administration and/or equivalent qualification and Computer literacy.

Experience:

- A minimum of three (3) years' secretarial or administrative experience.

KwaZulu-Natal Office

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DIRECTORS: K S Shandu (Interim Chairperson), U Maharaj, D Naidoo, E M Nkosi, E B Mkhize, S K Mpungose, R N Ngcamu (Acting CEO), X Cele (Acting CFO)

PROFESSIONAL COMPETENCIES

- Business language proficiency.
- Good verbal and written communication skills.
- General office practices.
- Professionalism.
- Minute taking.
- High quality presentation skills.
- Good interpersonal skills.
- Excellent typing skills.

PERSONAL ATTRIBUTES

- Organisational and Planning Skills.
- Good verbal and written communication skills.
- Computer Literate at an intermediate level.
- Professional manner.
- Good interpersonal skills.
- Good Telephonic Etiquette.

Equity Statement

TIKZN is committed to Employment Equity when recruiting internally and externally and will ensure our recruitment process is in line with achieving our Employment Equity goals.

TIKZN reserves the right to not make appointment to this position.

Should you meet the above requirements please send your application to hr1@tikzn.co.za

CLOSING DATE: Friday: 15 March 2024 at 00h00.