

INTERNAL / EXTERNAL ADVERT

Business Unit: Knowledge Management		Date: 30 May 2025
Job Title:	Office Administrator	
Reporting to:	Executive Manager: Knowledge Management	
Job Grade:	B4	
Duration:	Permanent	
Reference	TIKZN/005/2025	

Brief Outline of Duties:

To provide administrative support to the Knowledge Management unit as well as secretarial support to the Executive Manager.

KEY PERFORMANCE AREAS (Among others)

1. Schedule and coordinate Unit meetings for the Executive Manager
2. Collate the unit's performance information for reporting
3. Coordinate travel and hotel arrangements
4. Coordinate logistics for missions/seminars/workshops
5. General administrative support

JOB SPECIFICATION

Educational and /or Technical Competencies:

- National Diploma in Office Administration

Experience:

- 3 years secretarial or administrative experience

KwaZulu-Natal Office

Trade & Investment House, 1 Arundel Close,
Kingsmead Office Park, Durban, 4001,
South Africa
PO Box 4245, Durban, 4000, South Africa
+27 (0) 31 368 9600
+27 (0) 31 368 5888

Gauteng Office

Financial Place, 99 George Storrar Avenue,
Groenkloof, Pretoria, 0181
+27 (0) 12 346 4386/6763
+27 (0) 12 346 4774
info@tikzn.co.za
www.tikzn.co.za / www.exporttikzn.co.za

DIRECTORS: Mr B M Myeni (Chairperson), Prof A T Nzama (Deputy Chairperson), Adv B N Buthelezi, Ms J Channing, Ms S Dlungwane, Mr B E Mkhize, Dr S K Mpungose, Dr S Ndlovu, Cllr M N Zulu, Mr R N Ngcamu (CEO), Mr T V Mhlongo (CFO), Ms N M Sajini (Acting Company Secretary)



PROFESSIONAL COMPETENCIES

- Business language proficiency
- General office practices
- Organisational and planning skills
- Computer literate at an intermediate level
- Good office etiquette
- Excellent typing skills
- Minute taking
- High quality presentation skills
- Good interpersonal skills

Closing date: 13 June 2025 @ 00h00.

To apply for this position, kindly submit your motivation letter, curriculum vitae and copies of educational qualification. Application for the position can be emailed to vacancies@tikzn.co.za

TIKZN subscribes to the principles of employment equity in its recruitment processes. People with disability are encouraged to apply for these positions. Prospective employees will be subjected to competency assessments and security vetting as part of the selection process.

NB: Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.

(PLEASE QUOTE THE POSITION NAME AND REFERENCE NUMBER ON YOUR APPLICATION SUBJECT LINE)