



## JOB ADVERTISEMENT

***FASSET complies with the provision of the Protection of Personal Information Act, therefore information below is collected and will be used for recruitment processes. By submitting your documents, you consent to the processing of your personal information for the intended purpose.***

<b>SUMMARY</b>	
Name of Position	: <b>Projects Administrators X2</b>
Closing Date for Applications	: <b>6 October 2023 @16:30</b>
Commencement Date for Post	: As soon as possible
Salary Offer	: <b>R325,789 per annum (TCTC)</b>
Reference	: <b>FAS/RECRUITMENT/PA107 (Western Cape Office) FAS/RECRUITMENT/PA113( KwaZulu Natal Office)</b>
<b>JOB IDENTIFICATION</b>	
Department:	PQA Department
Reporting Line:	Projects Specialist
Full-time/Part-time/Contract:	Permanent
Location	<b>Western Cape (Regional Office)X1 &amp; KwaZulu Natal (Regional Office)X1</b>
<b>PURPOSE OF THE JOB</b>	
The primary purpose of this position is to provide administrative and project support to the Projects Department including project management and coordination.	
<b>MAIN ACCOUNTABILITIES</b>	
<ul style="list-style-type: none"> <li>• Client queries (telephonic, face-to-face, and written) are dealt with, and call centre referrals are addressed.</li> <li>• Update and inform key stakeholders to ensure stakeholders speak highly of the service quality and delivery.</li> <li>• Respond to enquiries from all stakeholders, the public and internal clients.</li> <li>• Represent FASSET in a professional manner telephonically, frontline reception, meetings and other forums as required.</li> <li>• Keeping all important documents, invoices, and contracts well maintained.</li> <li>• Implementing and maintain a filing system that make it easy to find any document quickly and efficiently.</li> <li>• Ensure that project records (both hard copies filing and electronic systems) are updated and reflect the correct project documents.</li> <li>• Assist in project visits and monitoring.</li> <li>• Assist in planning and coordinating site visits logistics.</li> <li>• Assist in ensuring that projects are delivered successfully.</li> <li>• Coordinate all supporting documents pertaining to performance indicators targets.</li> <li>• Provide administrative support with regards to the implementation of specific projects.</li> </ul>	

- Assist in providing performance related supporting documents during audits.
- Logistics management – organizing meeting rooms Secretariat support - minute taking and distribution of minutes and agenda, technology requirements for meetings are organized.
- Events support – preparation of events documents including register, branding requirements etc.
- Issue correspondence (letters, e-mails, faxes) approved by the Manager.
- Assist the Specialists with ad-hoc activities/ tasks related to the successful implementation of projects and other general duties.
- Monitor the duration of a contracts, identify those contract that are expiring and the closing of some contracts.
- Manage invoice payment process from start to end.
- Track project expenditure according to planned budget every month.
- Assist in providing finance related supporting documents during audits.
- Log the invoices and monitor process.

#### **REQUIRED QUALIFICATION**

Qualification	<ul style="list-style-type: none"> <li>• Matric/Grade 12.</li> <li>• Diploma in Business Management/Administration or Public Administration/Education and Training/Management/Finance/ Equivalent qualification at NQF Level 6.</li> </ul>
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#### **REQUIRED EXPERIENCE**

Essential:	<ul style="list-style-type: none"> <li>• 2 years administrative experience.</li> <li>• Experience in the Public Sector will be advantageous.</li> </ul>
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#### **COMPETENCIES REQUIRED**

Critical	<ul style="list-style-type: none"> <li>• Excellent command of English (verbal and written).</li> <li>• Administration ability.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Good relationship with stakeholders.</li> <li>• Detail and process orientated.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Maintain filing and category system.</li> <li>• Attention to detail.</li> <li>• Customer Focus.</li> </ul>
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#### **KNOWLEDGE AND SKILLS REQUIRED**

Essential	<ul style="list-style-type: none"> <li>• Interpersonal and Communication skills (written and verbal).</li> <li>• Good people skills – relating, networking, adapting, coping.</li> <li>• Prioritization skills.</li> <li>• Effective time management / self-management.</li> <li>• Computer Literacy.</li> <li>• Telephone etiquette.</li> </ul>
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### Date of commencement of position

FASSET requires applications for permanent Projects Administrators to join the existing team as soon as possible.

### SALARY

The salary to be offered for this position is **R 325,789 per annum (TCTC)**.

### ASSESSMENT

Applicants may be required to undergo a competency assessment.

### CONTACT DETAILS

Submit your full curriculum vitae (including your name, contact details, and at least 3 references), certified copies of your qualifications, matric and ID by no later than **6 October 2023** to: [PA107@fasset.org.za](mailto:PA107@fasset.org.za). **Western Cape (WC)** and. [PA113@fasset.org.za](mailto:PA113@fasset.org.za) **KwaZulu Natal (KZN)**

***Please quote the reference as the subject line. An email without the reference as a subject/heading will be disqualified since the application cannot be traceable.***

For any enquiries regarding the position please contact: Mr Karabo Dikgore, Human Resources Department on 087 562 8275. Should you not hear from FASSET within 6 weeks of the closing date, please consider your application unsuccessful. Communication will be sent to the shortlisted candidates only.



***FASSET applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability.”***