



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

SUMMARY	
Name of Position	: Research Administrator
Closing Date for Applications	: 28 November 2022
Commencement Date for Post	: As soon as possible
Salary Offer	: R304,151 p.a (TCTC)
Reference	: FAS/RECRUITMENT/RA88
JOB IDENTIFICATION	
Department:	Research and Planning Department
Reporting Line:	Skills Planning Specialist
Full-time/Part-time/Contract:	Permanent
PURPOSE OF THE JOB	
To provide an effective and efficient administration support, coordination, of research and planning within the department and FASSET	
MAIN ACCOUNTABILITIES	
<p>Stakeholder Liaison</p> <ul style="list-style-type: none"> ✓ Client queries (telephonic, face-to-face, and written) are dealt with and call centre referrals pertaining research are addressed. ✓ Update and inform key stakeholders to ensure stakeholders speak highly of the service quality and delivery. ✓ Respond to enquiries from all stakeholders, the public and internal clients. Represent FASSET in a professional manner telephonically, frontline reception, meetings and other forums as required. <p>Administration</p> <ul style="list-style-type: none"> ✓ Keeping all important documents, invoices, and contracts well maintained. ✓ Implementing and maintain a filing system that make it easy to find any document quickly and efficiently. Ensure that the project records (both hard copies filing and electronic systems) are updated and reflect the correct project documents. 	



Research, Implementation of Research Agenda and FASSET Plans

- ✓ Assist the Research and Planning Unit in conducting research.
- ✓ Administrative support and coordination of the Research and Planning Unit activities on quality electronic and hard copy compilation of packs and timeous distribution to Research and Planning Unit.
- ✓ Provide administrative support and coordination for related skills planning activities and Inter-SETA
- ✓ Administrative management of Research and Planning Unit claims
- ✓ 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.

Finance

- ✓ Assist in managing 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.

REQUIRED QUALIFICATION

Qualification	<ul style="list-style-type: none"> • Diploma in Language Practices/ NQF Level 7 qualification with English as a major subject or Research module
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REQUIRED EXPERIENCE

Essential:	<ul style="list-style-type: none"> • 2 Years' experience in administrative role • Experience in the SETA environment advantageous
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COMPETENCIES REQUIRED

Critical	<ul style="list-style-type: none"> • Administration ability. • Interpersonal and Communication skills (written and verbal) • Attention to detail, and excellent command of English (verbal and written). • Ability to work under pressure and meet deadlines. • Good relationship with stakeholders • Detail and process orientated. • Ability to work independently and as part of a team.
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KNOWLEDGE AND SKILLS REQUIRED

Essential	<ul style="list-style-type: none"> ▪ Prioritization skills ▪ Effective time management / self-management ▪ Analytical and problem-solving skills ▪ Input and capture data with minimum errors
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	<ul style="list-style-type: none">▪ Maintain filing and category system▪ Computer Literacy (Excellent application of MS Word, MS Excel, MS PowerPoint, Internet / Email, Windows explorer)▪ Telephone etiquette▪ Good communication skill
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DATE OF COMMENCEMENT OF POSITION

FASSET requires applications for a permanent Research Administrator to join existing team as soon as possible

SALARY

The salary to be offered for this position is **R 304,151 p.a (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), copies of your qualifications, Statement of results of your tertiary qualification/s and copy of ID by no later than **28 November 2022** to: recruitment@fasset.org.za **Please quote the reference as the subject line: NB: Reference number: FAS/RECRUITMENT/RA88. An email without the reference as a subject/heading will be disqualified hence the application cannot be traceable.**

For any inquiries regarding the position please contact: Ms. Thulile Khanyile, Human Resources Department at (011) 476 – 8570.

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.

Applicants who have previously applied need to re-apply.

 FASSET adheres to the principles of the EE Act and Affirmative Action and these principles will apply in the selection process. Targeted groups: African male, White male, White female and Indian female.