

BE PART OF THIS TEAM

The East London Industrial Development Zone SOC Ltd is a State-Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

POSITION: ADMINISTRATION OFFICER: COO | Ref: REC/01/24

Minimum Requirements: • A 3-year Tertiary Qualification in Secretarial Practice/ Office Administration /Office Management and Technology /Business Administration • 3 years secretarial experience at a senior management level.

Required Competencies: • Knowledge of secretarial practice (including minute taking, meeting management, quality management protocols) • Computer literate (MS Office: PowerPoint, Word, Access, and Excel) • Knowledge of procurement legislation, policy and procedures • Knowledge of Public Finance Management Act • Knowledge of filing systems • Excellent Typing skills • Knowledge of the function of Operations business unit.

Specific Functional Responsibilities: • **Office Administration** • Providing typing support for the COO and to all unit staff • Implementing an effective and efficient Document/Record Management system for the unit • Provide administrative support to the COO and unit staff • Ensuring proper functionality of the unit printers • Managing stock control for the unit • Properly managing Boardroom bookings to mitigate double bookings • Performing receptionist duties for the units • Ensure Business Unit is effectively and efficient maintained at all times • **Coordinate information and activities between Unit and staff and between other Units** • Coordination of telephone conferencing where this is required for the COO/investor/sector staff etc. • Co-ordinate and consolidate the organisational monthly management report • Co-ordinate and consolidate the Weekly Management Report in preparation for EXMA • Provide assistance to all unit staff and managers by assisting administratively/organizing tours/meetings/workshops/ document packs/protocols • **Meetings/Functions** • Arrange, facilitate attendance and effectiveness of meetings/ functions, workshops and appointments • Coordinate Weekly departmental Meetings • Coordinate meetings with key stakeholders and/or investor • Perform all secretarial duties for all unit meetings • **Travel and Subsistence Administration** • Compile and provide all travel related information Compile subsistence and travel forms also attaching related documentation • Provide travel support to the travellers as and when required and until the return • **Managing General Assistants** • Provide supervisory duties to the General Assistant (GA) • Provide administrative support to the General Assistant • Ensure the GA adhere to Performance Management Policy • **Financial** • Implement financial controls in line with the ELIDZ relevant Policies • Motivate in writing through the COO to have funds shifted where this may be required • Conduct financial monitoring for the unit. • Capturing of requisitions for the unit on the system.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is 14 May 2024. If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **The ELIDZ is committed to giving preference to suitably qualified persons with disabilities and to African Males as per our EE Plan.**

The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.

Tel: 043 702 8200

www.elidz.co.za

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