

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: CFO | Ref: REC/08/24

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

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

Specific Functional Responsibilities: • **Office Administration** • Co-ordinate and consolidate the Organisational Monthly Management Report • Co-ordinate and prepare Management Report as well as Presentation • Manage documents, records and stock • Coordinate and distribute relevant information for internal and external stakeholders • Coordinate telephone conferencing with relevant stakeholders • Provide relevant administrative assistance to the sub-units staff • **Meetings/Functions** • Coordinate sub-unit meetings and stakeholder/ investor meetings • Coordination of procurement committee meetings • **Travel and Subsistence Administration** • Compile and provide all travel related information and support • **Managing General Assistants** • Provide supervisory duties administrative support to the General Assistant (GA) • Handle stock taking and general housekeeping • **Financial** • Prepare motivations and handle capturing of requisitions.

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

The closing date is 07 October 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 East London Industrial Development Zone is an equal opportunity employer, and the filling of positions will be in accordance with affirmative action measures as per the ELIDZ Employment Equity Plan and supporting framework.**

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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