

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

Administrative Officer

About the job:

The CSIR has a vacancy for an **Administrative Officer** in the National Cleaner Production Centre South Africa (NCP-C-SA) within the Implementation Unit. The incumbent will provide secretarial and administrative support to NCP-C management and staff. This position is based in Durban.

Key responsibilities:

Office Administrative Support:

- Provide office support to the Regional Manager, Technical Leaders and Project Managers;
- Be the primary point of contact for visitors;
- Manage all inventory and office supplies, and coordinate the purchase and distribution of stationery and office equipment for the office;
- Handles all registrations at front desk of workshops, exhibitions or events, and acts as assistant at these events;
- Management systems for electronic and hard copy documentation in accordance with the CSIR requirements, ensuring easy retrieval of documents as and when required;
- Prepare drafts of letters, emails, reports, etc.
- Log calls with CSIR Call Centre to report faulty equipment and problems with ICT-related services;
- Manage domestic and international travel bookings and courier services;
- Provide such other administrative support as might be required from time to time.

Document Preparation

- Type and prepare various documents accurately, timeously and in accordance with the specific needs to which the documents are required;
- Copy, type and drafting of documents (i.e. letters, faxes, emails, and minutes) and performs data capturing under clear direction;
- Compilation of documentation packs for meetings with external clients. Compiling, photo copying, printing, binding and timeous distribution of the document packs;

Document Management:

- Ensure proper maintenance of records and easy retrieval of documents as and when required, and in accordance with the document management system of the unit;

Information Sourcing

- Perform information searches on the Internet and in relevant books, journals and magazines in order to assist the manager according to define requirements;
- Conduct information search-type activities on a case-to-case basis;

Meeting and Event Management:

- Source venues, and assist with the organisation of meetings and events according to the needs of the managers / initiatives;
- Handle arrangements for meetings, e.g. corresponds with managers and provides meeting details, books meeting room, arranges refreshments, etc.
- Handle all registrations at front desk of workshops, exhibitions or events, and acts as assistant at these events;

Drafting Agendas/Minute Taking

- Drafting agendas, and minutes to be approved by initiative managers before distribution to external stakeholders;
- Assist with day-to-day venue setup and post-meeting activities;

Procurement and Financial Support

- Process orders in the CSIR procurement system for approval by relevant managers
- Process purchase orders and receipting of invoices on CSIR e-procurement system
- Ensure that invoices for goods received are checked for accuracy and maintain records of such purchases.
- Assist Project Managers with administration activities, including registration of service providers on CSIR supplier database.
- Assist with routing of project management documentation to ensure required approvals are obtained

Initiatives Stakeholder

- Support Stakeholder database management and administration
- Assist with communication to stakeholders on a regular basis

Qualifications, skills and experience:

- A secretarial diploma with at least five years' relevant experience in a senior administration role;
- Service orientation;
- Computer literacy
- Good relationship builder;
- Good time management skills;
- Self-reliance, use own discretion;
- Be aware of problems in the programme;
- Ears and eyes of manager;
- Ability to exercise tact and good judgement with highly sensitive information
- Ability to act with necessary propriety and good judgement around clients.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number in the subject line, **(e.g. John Smith: Administrative Officer: Reference No: 308140)**

Closing date: 08 June 2017

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is an equal opportunity employer; as such committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***