

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 Technology for Special Operations (TSO) competence area within the Defense Peace Safety Security unit. The incumbent will provide administrative support to Business Area Manager, Technical Leaders, Project Managers and staff of TSO. This position is based in Stellenbosch.

Key responsibilities:

Office Administrative Support:

- Provide office support to the Business Area 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 and ARMSCOR 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 stationery and consumables, including procurement process for replenishment of stock;
- 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 document is required;
- Copy-types and draft documents (letters, faxes, emails, and minutes) and performs data capturing under clear direction;
- Compile of documentation packs for meetings with external clients. Compiling, photo copying, printing, binding and timeously 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

Fleet Management

- Manage TSO Stellenbosch fleet vehicles;
- Ensure fleet vehicles are kept in good running condition and serviced.

Qualifications, skills and experience:

- A national diploma in office management technology with at least five years' relevant experience in general administration role;
- Service orientation;
- 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 proprietary 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: 308033)**

Closing date: 08 May 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.***