

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries and Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Office Administrator: Gauteng, Limpopo & Mpumalanga (GLM)

Total salary package: Negotiable

(Ref.WS01/122023)

Centre: Centurion

Job Summary:

To perform and undertake all secretariat administrative functions under the direction of the Regional Manager GLM.

Key Performance Areas:

- Administrative, operational, and any other functions as may be directed
- Management of all diaries, including the scheduling of meetings electronically in available time slots
- Arranging of meetings and logistical requirements thereof
- Ensure that meeting minutes are accurately captured, distributed and resolutions are implemented
- Assisting with the management of the office's finance throughout the financial period including budgeting for the office requirements

- Procurement of goods and services for the department
- Coordination of income and expenses for the Commercial Division
- Asset control and inventory.
- Establish and maintain an effective filing system for the department
- Travel & accommodation arrangements for the team
- Assist the team with compliance to performance management cycles
- Support the office in the Implementation of the Quality Management System i.e. control of records and documents.
- Participate in all activities related to the implementation and/or maintenance of the SAWS TQM system.
- Liaise with internal and external stakeholders.
- Conduct desktop studies on Weather Service competitors, commercial products and services. Assist and manage Business Development project

Minimum Requirements and Attributes:

- A National Diploma in Management, Administration or related
- A minimum of 2 years' experience in a similar role
- Excellent communication skills (written and verbal)
- Meticulous attention to detail
- Project Management
- Ability to work under pressure with strict deadlines and extended hours at times
- Good interpersonal skills and stakeholder management

Please Note:

Enquiries for the above-mentioned positions must be directed to: Mr. Denny Maluleke, at Tel. (012) 367 6091.

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

Closing Date: 29 December 2023

Note: Recruitment Agency applicant submissions will not be considered

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE position and preference will be given to females, Africans, Indians and Coloureds (AIC). Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The organisation reserves the right not to fill this position. The South African Weather Service is an equal opportunity employer.

Record Reference	HCM-ADVERT-122023
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