

<b>Job Title:</b>	<b>Administrative Officer: AAMP Project Internal Secondment Position</b>
<b>Type of Position</b>	<b>3 years Fixed Contract</b>
<b>Reporting to</b>	<b>AAMP Project Manager</b>
<b>Based:</b>	<b>Pretoria</b>
<b>Reference No:</b>	<b>HRREC009/24</b>

### **QUALIFICATION AND EXPERIENCE:**

A National Diploma in Administration or a related qualification. 2-3 years of generic experience applicable to the specific discipline.

### **KNOWLEDGE AND SKILLS**

Extensive knowledge of various filing systems and the National Archives Act. Knowledge of the Public Service Regulatory Framework as well as Office and Business Administration. Experience in filing and document management. Computer literacy. Customer focused.

### **KEY DUTIES AND RESPONSIBILITIES**

- Perform general administrative activities in support of the unit. Draft submissions, reports, and memorandums for the project.
- Conduct records and document management both manually and electronically.
- Develop a filing system for the project and ensure that all project employees adhere to the system requirements.
- Ensuring the confidentiality and security of files and filing systems.
- Arrange and coordinate workshops and provide logistic support functions for the project as required.
- Assist the Supply Chain Officer to manage all inventory and office supplies and coordinate the purchase and distribution of stationery for the project.
- Assist in completing and processing subsistence claims.
- Keep track of all incoming work and ensure that all deadlines are met.
- Liaise with all stakeholders relevant to the project.

- Process forms and documents related to the project database.
- Support Stakeholder database management and administration

To apply for the position, please forward the relevant Job Application Form which is available in our website or CV to [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za) closing date: **09 July 2024**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. People with disabilities, Indian, White or Coloureds are encouraged to apply. Short-listed candidates will be subjected to reference checks and qualification verification.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as outlined in the POPIA.

Please visit [www.namc.co.za](http://www.namc.co.za), for further enquiries, send an email to [hr@namc.co.za](mailto:hr@namc.co.za). The NAMC reserves the right to withdraw, amend or not fill the position.