



Administrative Officer

Ref No. RTMC/TNS/AO/2025

Salary Package: Market-Related

Position: Administrative Officer
Business Unit: Training Norms and Standards
Location: Zwartkop/Centurion
Job Purpose: The Administrative Officer: Training Norms and Standards Support is responsible for keeping all administration up to date and providing administrative support to the Team Leader: Training Norms and Standards Support and to the entire Training Norms and Standards.

KEY JOB RESPONSIBILITIES:

- Handling, scrutinising, re-routing and answering of all incoming correspondence (mail and e-mail) by pro-active actions and decision-making.
- Gather information and statistics and compile reports based on instructions from General Manager.
- Maintain and manage all Administration and Training Norms and Standards Support Unit related administrations as per requirements.
- Make arrangements and coordinate all staff meetings and functions within all set requirements, when required.
- Arrange functions and meetings for Training Norms and Standards Unit.
- Ensure that all travel arrangements are made within set requirements.
- Build and maintain healthy sustainable and mutual beneficial relationships with all service providers and stakeholders.
- Remain up to date with relevant market trends and incorporate information into your work to add value.

A handwritten signature in black ink, appearing to be "R. D. Jones", is written below the last bullet point.

QUALIFICATIONS AND EXPERIENCE:

- Matric NQF Level 4 as essential
- A minimum NQF Level 6 Diploma as recognized by SAQA
- One (1) - Two (2) years administrative experience is essential

KEY ATTRIBUTES AND COMPETENCIES:

- Knowledge of administrative processes and systems
- Knowledge of filing systems
- Knowledge of the business of own work area
- Proficiency in foundational computer literacy concepts and applications

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as copies of qualifications.
- Applications must be forwarded via email to: corporateservicesrecruit@rtmc.co.za
- Candidates are requested to clearly indicate the reference number for the position they are applying for on the email.
- The closing date is **07 March 2025 at 16:30 pm** –and no late applications will be accepted.

NB: Persons with disabilities are encouraged to apply.

The RTMC reserves the right not to make an appointment. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you have not received any response from us within three (3) months, please consider your application unsuccessful.

** NB: This is a re-advertisement. Applicants who applied before are requested to apply again should they still be interested in this position.*

Enquiries: Human Capital at (012) 999 5425 