



**OFFICE MANAGER: OFFICE OF THE COO**

**Ref: COO 001/02/2017**

**(5-Years Fixed Term Contract)**

**THE EMPLOYER**

The **Cross-Border Road Transport Agency** is a statutory authority, established in terms of Section 4 of the Cross-Border Road Transport Act, Act No. 4 of 1998, as amended, to regulate cross-border road transport.

The position will be based at the Agency' Head Office in Menlyn. The incumbent will report directly to the Chief Operations Officer.

**Job Purpose**

To provide a wide variety of effective and efficient executive administrative and project coordination duties as required supporting the day to day operations and strategic work of the Chief Operations Officer.

**Qualifications**

- A degree or equivalent in Business Management or other related field.

**Experience**

- 5 - 8 years' experience in new project management, stakeholder management, and SADC economic initiatives, with at least 3 years in management.
- Good understanding of project management, interpersonal and computer/data management skills
- Expertise and experience in strategic relationship management.
- 5 years' experience in the Transport Sector will be ideal.

**Competency Requirements:**

- Basic understanding of the C-BRTA Act, SADC Protocols and communication channels
- Excellent verbal and written communication skills
- Knowledge Statutory requirements e.g. PFMA, Labour relation etc.
- Planning and organizational skills
- Attention to detail, accuracy and diligence
- Ethical, decisive and results driven

**KEY PERFORMANCE AREAS:**

- Provide administrative, staff, and project management support to the Chief Operating Officer for the delivery of the strategy and other key operational initiatives;

- Assist in the coordination and development of program/project objectives, results frameworks and related M&E components for all activities managed by the COO;
- Develop and maintain systems and processes to efficiently coordinate and facilitate projects residing in the office of the COO;
- Develop, and maintain information database regarding performance of key projects in different divisions within the Agency;
- Provide technical advice and support on qualitative research tasks or activities undertaken and methodology;
- Oversee and maintain intra-organisational stakeholder and with applicable external forums

**BENEFITS:** The employer offers an all-inclusive market related package.

**Closing Date: 24 February 2017**

Candidates should forward their application to the: Human Resource Department by email: [recruitment7@cbrta.co.za](mailto:recruitment7@cbrta.co.za) and **kindly indicate the reference number**.

Short-listed candidates will be subjected to a reference, security clearance and criminal records check.

Should you not hear from the C-BRTA 21 days after the closing date, consider your application to be unsuccessful.

**PLEASE NOTE: IF YOU DO NOT HEAR FROM THE C-BRTA 21 DAYS AFTER THE CLOSING DATE, CONSIDER YOUR APPLICATION UNSUCCESSFUL**