

THE EMPLOYER

The Cross-Border Road Transport Agency (C-BRTA) is a statutory authority, established in terms of Section 4 Act No. 4 of 1998 as amended, to regulate cross border road transport by providing an unsurpassed service through regulating cross border movements, facilitating resolution of constraints along the various transport corridors and borders as well as through effective law enforcement. Four key programmes constitute the focus of the C-BRTA. (1) Facilitation; (2) Research & Advisory; (3) Regulatory Services and (4) Law Enforcement. The C-BRTA Offices is located at 350 Witch-Hazel Street, Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria. For more information visit www.cbrta.co.za

REQUIREMENTS

Formal Qualifications:

- Matric
- Three (3) years Secretarial Diploma/ Diploma in Administration or Tertiary Qualification at NQF Level 6.

Experience:

Three years as an Executive Secretary or PA for Top Management and experience in a highly pressurised environment.

KEY PERFORMANCE AREAS

The successful candidate will be expected to:

- Manage the CEO's diary;
- Render a registry service to CEO's office;
- Offer general administrative support in the CEO's office;
- Assist with Board meeting activities;
- Take minutes at meetings and prepare reports.
- Develop and maintain an efficient and effective filing system on the shared drive; and
- Ensure that filing of all correspondence/documentation between internal and external stakeholders is up to date.

COMPETENCY REQUIREMENTS

- Office administration processes and procedures;
- Communication skills (Verbal and writing);
- Organising skills;
- Document management principles;
- Typing skills;
- Advanced MS Office skills;
- Events management skills;
- Attention to detail and maintain confidentiality; and
- Professionalism.

Submit detailed CV's including certified copies of qualifications to: recruitment4@cbrta.co.za and please quote the reference number.

BENEFITS:

Employer offers an all-inclusive remuneration package of R593,072.93 p.a.

Closing Date: 07 June 2022

C-BRTA reserves the right not to appoint.

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 unsuccessful.

It is our intention to promote representivity in respect of race, gender and disability through the filling of this position. Candidates whose appointment will promote representivity will therefore receive preference.

In order to consider any application for employment, the Agency will have to process your personal information.

A law, known as the Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to this right, the Agency is under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR. Processing Notice**, which can be accessed and viewed on the C-BRTA website: <https://www.cbrta.co.za/legal>, which **HR. Processing Notice** we request you kindly download and read.