



Senior Administrative Officer: Finance and SCM
Ref: FIN 002/07/2019

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, 4 of 1998, as amended, to regulate cross-border road transport.

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

Requirements:

Formal Qualifications

- Matric
- Three years diploma in administration or equivalent

Experience

- Three years secretarial or administration experience in a highly pressurised environment.

Key Performance Areas:

The successful candidate will be expected to:

- Provide administrative support services to the Division;
- Maintain proper records management system for the Division;
- Perform general secretarial support;
- Perform ad-hoc finance duties.

Competency Requirements:

- Office administration processes and procedures;
- Document management principles;
- Diary management;
- Advanced MS Office skills;
- Events management skills.

CLOSING DATE: 13 August 2019

BENEFITS: The employer offers a market related salary.

Submit detailed CV's including certified copies of qualifications to: recruitment6@cbrta.co.za and please quote the reference number

C-BRTA reserves the right not to appoint.

Shortlisted candidates will be subjected to a reference check, security clearance and criminal records check.

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