

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

JOB PURPOSE

To provide a professional, effective and confidential administrative function to the Senior Manager.

REQUIREMENTS

Formal Qualifications:

- National Diploma or NQF level 6 qualification Office Administration or related discipline

Experience:

- 3 years' Office Administration experience

KEY PERFORMANCE AREAS

The successful candidate will be expected to:

- Assist with office administration
- Ensure efficient documents management
- Provide secretarial services

COMPETENCY REQUIREMENTS

- Organisational skills
- Good time management skills
- Good communication skills (written and verbal)
- Office Administration skills

- Documents Management Principles
- Events Management
- Computer software packages (Excel, PowerPoint, Word)
- Filing
- Analytical skills
- Accuracy
- Confidentiality
- Sense of urgency
- Attention to detail

Submit detailed CV's including certified copies of qualifications to: Golebaone Morebodi at recruitment9@cbrta.co.za and please quote the reference number.

BENEFITS:

Employer offers an all-inclusive remuneration package of R453 468 p.a.

NB: This position will be filled in line with the Agency's Employment Equity targets. People with disabilities are encouraged to apply.

Closing Date: 04 October 2023

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.