

DIRECTORATE: ENERGY

POSITION : ADMINISTRATIVE OFFICER
SECTION : ENERGY
REFERENCE : EN/ADMIN/03/11/24
REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 7 - 6 OF
MERAFONG CITY LOCAL MUNICIPALITY (R 374 041.26 PER ANNUM,
EXCLUDING BENEFITS)

REQUIREMENTS: Grade 12 • Computer Literacy; MS Office • Personal Assistant/ Senior/ Executive Senior also require a relevant secretariat certificate • National Diploma in Office Management, Administration or relevant qualification • 5-8 years relevant experience required • A valid code driver's license.

RESPONSIBILITIES: Coordinating administration duties and related tasks for the Electrical Engineering Department. • Must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. • Ensuring that the daily work is done to satisfaction and to achieve the objectives of Council. • Administering information account for new and revised services. • Calculating statistics of services provided to ensure tracking of supply and demand. • Providing decentralized administration of human resources- services and remuneration services to ensure an effective and efficient administration service. • Assisting with compilation of annual budget to ensure the optimal usage of resources at the most cost effective way. • Performing general office administration to ensure the effective and efficient administrative support service. • Performing general office administration. • Controlling and organizing office supplies stock. • Scheduling internal and external events, maintain corporate calendar and book meeting venues. • Managing important and confidential company documents. • Managing department databases. • Providing support to clients and employees.

COMPETENCIES: COMPETENCIES: Core Professional Competencies • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Orientation Competencies** • Business Process • Use of Technology • Data Processing & Analysis • **Public Service Orientation Competencies** • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus • **Personal Competencies** • Action Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.