

## EXTERNAL ADVERT

<b>Location:</b>	<b>Clarens</b>
<b>Division:</b>	<b>PMID</b>
<b>Date last modified:</b>	<b>May 2024</b>
<b>Reports to:</b>	<b>Senior Artisan</b>
<b>Nature of employment:</b>	<b>Permanent</b>
<b>Total Guaranteed Pay:</b>	<b>Market related</b>

### [General Administration Officer – LHWP Clarens]

The main purpose of this role, not limited to:

- Perform the administrative and Document control function at the LHWP Clarens TCTA Office in the capacity of Office Administrator.
- To digitize the LHWP-1 Operation and Maintenance activities.

### THE KEY PERFORMANCE AREAS OF THE ROLE IN FOCUS, ARE:

#### 1. Systems Administration

- Computerised Maintenance Management System (CMMS) and liaise with EWSS.
- Maintenance and Preventative Routine Operation and Maintenance tasks in the CMMS and reports.
- Plan, schedule coordinate, and sign off maintenance tasks activities and cost control.
- Digitise Operation and Maintenance Manuals and updates.

#### 2. General Office support

- Oversee the general operation of the Clarens office, ensuring that the office environment is maintained to a high standard for all employees. This includes managing office supplies, equipment, facilities and coordination with Centurion office.
- Provide comprehensive support services to the Clarens office that enables the efficient operation of the office, including mail distribution, records management, share point and updates, and other office support services.
- Ensure the availability and accessibility of refreshments for meetings.
- Provide and control the required crockery and cutlery for meetings and events.

#### 3. Office Housekeeping

- Ensure 100% compliance to good housekeeping.

#### 4. First Aid Boxes

- Keep an inventory list of medicine in first aid boxes.
- Ordering and replacement of medicine issued by First Aiders.

### MINIMUM REQUIREMENT

- Admin certificate or related
- 2years Admin Experience
- Computer Literacy
- English Language proficient

Please email your CV to [careers@tcta.co.za](mailto:careers@tcta.co.za) the subject should be the position title. For enquiries, please contact Ms Sixolile Shabalala on [sshabalala@tcta.co.za](mailto:sshabalala@tcta.co.za).

**TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourages and welcome people with various disabilities to apply;**

**If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.**

**All appointments shall be subject to Competency Assessments.**

***A detailed job profile is available on request.***

**Closing date: 22 July 2024**

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