



Job Advert Summary

Name of position	:	Projects Secretary (18 month contract)
Opening date for applications	:	07 October 2018
Closing date for applications	:	15 October 2018 at 10:00am
Commencement date	:	Earliest availability
Department	:	COO Department
Salary	:	Market related
Reference	:	FAS/RECRUITMENT/09

Introduction

FASSET is the Finance and Accounting Services Sector Education and Training Authority (Seta). Over 20 Setas were established in March 2000 in terms of the Skills Development Act, to cover all sectors in South Africa, including Government. The stakeholders of a Seta include employers, trade unions, professional bodies, government departments and bargaining councils, where relevant, from each industrial sector.

The Finance and Accounting Services Sector Education and Training Authority (FASSET) invites suitable candidates to apply for a Monitoring and Evaluation Manger position to Monitor and evaluate our programmes efforts of our research team the positioning, development, operations and governance adherence of FASSET. This a contract position and the employment contract will be linked to the DHET licensing ending on the 31 March 2020. The successful candidate will report to the PQA Director.

Visit the FASSET website on www.fasset.org.za for more information on the Seta including our Vision, Mission and Values.

Objectives of Fasset

- To develop the competence of current employees and potential employees:
 - Improving the quality of life of employees, their prospects of work and labour mobility.
 - Improving productivity in the workplace and the competitiveness of employers.
 - Promoting self-employment in situations where the sector is experiencing job shrinkage.
- To increase the levels of investment in education and training and to optimise the return on this investment.
- To position the Fasset sector as the "sector of career choice" for prospective learners and entrants into the labour market.
- To encourage employers and employees to adopt a culture of lifelong learning through:



- Using the workplace as an active learning environment
- Providing employees with the opportunities to acquire new skills
- Providing opportunities for new entrants and potential entrants into the sector labour market and enhancing access to opportunities to gain work experience.
- To support the objectives of the Employment Equity Act of 1998
- To enhance access to learning opportunities and to facilitate the recognition of prior learning
- To ensure the quality of education and training in the sector
- To expand the provision of education and training in this sector through sound partnerships with public and private sector service providers
- To encourage greater cooperation between the public and private sectors
- To co-operate and collaborate with the South African Qualifications Authority and other Setas, in support of the objectives of the Act

Key Performance and results areas amongst others are as follows:

Provide executive and secretarial support to the Projects Department;

Administration and co ordination support

Provide office management and co ordination support to the projects directorate, Provide administrative support with regards to the implementation of specific projects (as agreed per the Performance Scorecard) according to the Fasset Discretionary Grant Policy and QMS. Provide project administration support to ensure that the customized Fasset's information management process is implemented

Organize Documents

Keeping all important documents, invoices, and contracts well maintained. Implementing of filing systems that make it easy to find any document quickly and efficiently.

Reply to Correspondence

Responding to emails, letters, and telephone calls are key job functions. Serve as the first point of contact for the business and for anyone involved in the project, so it's important that they maintain a professional disposition at all times and are able to answer queries or requests for information regarding the project.

Order Supplies

Liaise with internal departments or suppliers and vendors to order supplies for projects and the office, including but not limited to equipment and stationary.

Handle Invoices

Create and pay invoices for contractors, clients, and suppliers of project deliverables. Process payments and ensure that any invoices due are paid on time.

Organize Meetings

Arrange and prepare for company meetings in-office and off-site, which includes but not limited to managing schedules for meetings and departmental meetings, preparing project update documents and taking minutes as well as preparing meeting documentation.



Minimum Qualification, Skills Knowledge Required

The following minimum knowledge, experience and skills are required for this position:

- A **Secretarial Diploma as a minimum** or equivalent qualification
- Secretarial or administrative experience in the public service environment will be advantageous
- **At least 1 years' experience** in a secretarial or administrative role

Competencies and skills required:

strong typing and computer skills, be good decision-makers who are able to prioritize tasks effectively, and have strong writing skills

- **Computer skills**
- **Strong typing skills**
- **Good decision-maker**
- **Prioritise tasks effectively**
- **Have strong writing skills**
- **Interpersonal and communication skills**
- **Organization skills**
- **Time management**
- **Prioritization skills**

Applicants will be required to take background tests as required by FASSET (qualifications verification and criminal records). Applicants are expected to make a maximum of 1, 5 hours available for the interview.

FASSET adheres to the principles of EE Act and Affirmative Action and these principles will apply in the selection process.

Contact Details

Send your detailed curriculum vitae to FASSET via e-mail:

recruitment@tianaconsulting.co.za. Enquiries must be directed to the Human Resource Support Manager – **Viola Nzou** on 011 431 1354. The closing date is **15th October 2018**. Should you not hear from Fasset within 4 weeks of the closing date of please consider your application to be unsuccessful. Communication will be entered into with shortlisted candidates only.