

POST 9 : **SENIOR ADMINISTRATION OFFICER: COUNCIL SUPPORT**
SALARY : **R376 413 PER ANNUM PLUS 37% IN LIEU OF BENEFITS (SL 8)**
DURATION : **4 YEARS 5 MONTHS**
CENTRE : **CENTRAL OFFICE (REF NO: CO11/1/25)**
Email Address : **councilsupport1125@ikhala.edu.za**

MINIMUM REQUIREMENTS: Grade 12 or NC(V) level 4 or equivalent with an appropriate 3/4-year Diploma/Degree in Public Administration/Public Management/ Business Administration or LLB. Minimum of 3–5 years relevant working experience. Computer Literacy. Valid driver's licence.

COMPETENCIES: Knowledge and experience in Administration. Planning, Organising, Communication, Listening and Writing skills, time management skills. Computer Literacy, Financial literacy, Mathematical literacy is an added advantage. Ability to write quality reports, understanding of legislative environment in South Africa.

DUTIES: Provide administrative and Secretarial Support to Council. Maintain confidentiality and ensure proper record keeping of council records/documents. Assist the Council Secretary in arranging all Council and committee meetings. Write proper and quality minutes for the Council and Committee meetings and distribute them within the stipulated time. Produce and distribute resolutions register after each meeting. Follow up on resolutions. Coordinate reviewing and signing of college policies and minutes. Remains up to date with regard to the prescripts/policies and procedures applicable to his /her work terrain to ensure efficient and effective support to the Council. Timely processing of all Council claims. Arrangements of Council logistics.