



POSITION DESCRIPTION	
<b>Position Title</b>	<b>Administrative Assistant : Internal Audit</b>
<b>Description</b>	The incumbent will support the Chief Audit Executive in relation to diary management, typing and other clerical duties. Additionally, the incumbent will also provide general administrative support to the entire Internal Audit Unit and assist in terms of travel administration, meeting management etc.
<b>Directorate</b>	Internal Audit
<b>Reports To</b>	Chief Audit Executive
<b>Position location</b>	Head Office
<b>Peromnes Grade</b>	11
<b>Number of Direct Reports</b>	N/A

POSITION REQUIREMENTS	
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>• Matric/ Grade 12 plus</li> <li>• National Diploma in Office Administration</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Min 2 years in general administration and customer service</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic Office Administration and Management</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Problem-solving</li> <li>• Customer service orientation</li> <li>• Interpersonal skills</li> <li>• Flexibility</li> <li>• Integrity</li> </ul>

MAIN AREAS OF RESPONSIBILITY	
Unit Administration	<ul style="list-style-type: none"> <li>• Provide a single point of contact/ reception to the NDA for Unit related services.</li> <li>• Provide administration support to the Internal Audit Unit.</li> <li>• Manage Unit leave and attendance register.</li> <li>• Manage the Internal Audit Unit's diary.</li> <li>• Coordinate Unit Reporting E.g. Monthly and quarterly reports</li> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>• Handle procurement processes for the Unit including sourcing required resources and obtaining approvals. Liaise with Supply Chain Officer as appropriate.</li> <li>• Facilitate records and document management for the unit. Maintain hard copy and electronic filing system.</li> <li>• Assist with the management of Unit procurement and assets</li> </ul>
Support Administration	<ul style="list-style-type: none"> <li>• Create, transcribe and distribute meeting documentation.</li> <li>• Arrange meeting logistics</li> <li>• Manage Chief Audit Executive's diary.</li> <li>• Render Secretarial support to Departmental meetings</li> <li>• Perform general clerical duties to include but not limited to photocopying, faxing, mailing and filing for all Unit functions.</li> <li>• Sign for all packages/deliveries and accept and record all incoming and outgoing information ensuring timely completion and follow-up.</li> <li>• Arrange and manage travel and accommodation arrangements for the entire Unit</li> </ul>
Procurement Administration	<ul style="list-style-type: none"> <li>• Handle procurement processes for the department including sourcing required resources and obtaining approvals</li> <li>• Load procurement requisitions on the system for the Unit team.</li> <li>• Maintain inventory of all equipment, stationery</li> <li>• Receive invoices and facilitate for payment.</li> <li>• Follow-up on all outstanding invoiced and submitted requisitions.</li> </ul>

#### KEY RELATIONSHIP INTERFACES

Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
<ul style="list-style-type: none"> <li>• All directorates and units as support function</li> </ul>	<ul style="list-style-type: none"> <li>• Service Providers</li> </ul>

Signed by: <b>(Job Holder)</b>	Authorised by:
Date:	Date: