



The Community Schemes Ombud Service Act (Act 9 of 2011) was promulgated on 11 June 2011 and provides for the establishment of the Community Schemes Ombud Service (“CSOS”) as a public entity. The CSOS has been classified as a Schedule 3A Public Entity in terms of the Public Finance Management Act (Act No.1 of 1999) (PFMA).

OFFICE ADMINISTRATOR X2

Limpopo - (Ref. CSOS/OA/L/03/23)

George - (Ref. CSOS/OA/G/03/23)

This position reports to the Regional Ombud and offers a total cost to company package of **R387 110,00 per annum.**

Requirements

- A secretarial Diploma in office administration or equivalent.
- 5-7 years working experience within a secretarial or administrative support role to the Senior Manager or Executive in general office practices or procedures.
- Effective communication and writing skills.
- Computer literacy.

Key Performance Areas

- Receive and record incoming and outgoing correspondence to ensure proper record-keeping for the division.
- Prepare and distribute minutes, presentations, as well as general office documentation/communication to ensure that information, reach relevant identified parties.
- Perform general office duties.
- Arrange work sessions and staff meetings with employees and coordinate all logistical arrangements for the division.
- Responsible for the accommodation and flight arrangements for the Executive in accordance with CSOS travelling policy and procedures to the satisfaction of the division.
- Provide management support to the Executive.

Enquiries: Mr. Lesiba Seshoka, Executive Corporate Affairs, tel. (010) 593-0533.

Background checks on the preferred candidates will be conducted prior to an appointment.

Applications, including a covering letter and accompanied by a CV and copies of qualifications, must be addressed to the Executive Corporate Affairs, Mr. Lesiba Seshoka and e-mailed to: recruitment5@csos.org.za

CLOSING DATE: 10 March 2023

Applicants who do not receive any response within 4 weeks of the closing date must regard their applications as unsuccessful.



People with disabilities are encouraged to apply.

Privacy Statement:

We comply with the provisions of Protection of Personal Information Act; Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for.

In the event your application was unsuccessful for a specific position, the CSOS will retain your personal information for internal audit purposes as required by the CSOS policies.

All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information may render your application null and void. The CSOS will safeguard the security and confidentiality of all information you share with us. All personal information will be treated as confidential and will not be disclosed to third parties, except in situations where:

- (i) We are legally compelled to do so; or**
- (ii) Disclosure is necessary for recruitment purposes; or**
- (iii) You have not objected thereto.**



By uploading any additional and supporting documentation, you consent to the CSOS using the information contained therein to fulfil the requirements of the recruitment process.