



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).

SATELLITE COORDINATOR X2

LIMPOPO: (Ref. CSOS/SATC/L/02/23)

GEORGE: (Ref. CSOS/SATC/WC/02/23)

This position reports to the Regional Ombud and offers a total cost to company package of **R801 087,00 per annum.**

Requirements

- 3 years degree in Public Administration or equivalent.
- 5-7 years working experience.
- Sound understanding of political and legislative environment of the CSOS Act as well as the Sectional Titles Management Act, Companies Act, Share Block Act, Schemes for Retired Persons Act and Cooperative Act.
- Knowledge of the community schemes environment.
- Knowledge of records management.
- Advanced MS Office skills.
- Advanced presentation skills.
- Service oriented.

Key Performance Areas

- Maintaining proper record and filing management system in the Regional Office both for office management, dispute and governance records.
- Draft written communications and correspondence and direct it to the appropriate persons when required.
- Prepare and provide a monthly office management report to the Regional Office Manager.
- Manage the regional satellite office in conjunction with all the Regional CSOS head office business units and regional staff.

- Provide specialist input in the development of Operational Plans and Organisational Strategy.
- Executive work plans and drive the evidence collection in real time.
- Produce reports against the implementation of work plans.
- Respond to audit findings with complete evidence, on time.
- Checking of performance information to ensure accuracy of information for monthly and quarterly reports.
- Prepare and maintain an updated record or database of all CSOS Regional stakeholders.
- Arrange meetings with stakeholders for the Ombud.
- Request and prepare CSOS promotional material for education, awareness, outreach and information sessions and activities.

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.