

Job Advertisement

The Water Research Commission (WRC) is a dynamic hub for water and sanitation knowledge, innovation, and intellectual capital, providing leadership and the support research, development and innovation of water and sanitation solutions. It engages stakeholders and partners involving water and sanitation challenges and opportunities, which are crucial to South-Africa's sustainable development and economic growth and is committed to promoting a better quality of life for all. The WRC is a schedule 3A public entity and adherence to required legislation is imperative to the organization's strategy and values.

Applications are invited from suitably qualified, experienced individuals for the Pretoria-based position of:

Group Assistant - RDI (GA)

At the WRC we are constantly looking for more efficient and effective ways to provide administrative assistance and support to assigned stakeholders. If you are a skilled, motivated, and dedicated Group Assistant who will be able to provide administrative and secretarial support to multiple stakeholders by assisting with office operations and travel arrangements, then this opportunity is for you.

The position of a Group Assistant will provide the Research Development and Innovation team with administrative support by maintaining up to date travel and logistics filing system for the Branch, capturing requisitions and purchase orders on accounting systems and facilitating for their payments, preparation of memorandums for registration to conference and/or workshops when required, submission of travel plans for the team as well as compiling and maintaining stakeholder database on an ongoing basis. The Group Assistant will form part of the Research Development and Innovation team and will report to the Executive Assistant.

Applicants must be in possession of a NQF 5 Diploma in secretarial/administrative services. A Degree in secretarial/administrative services will be an added advantage. A minimum of least 3 years' experience as a secretary or in an equivalent administrative position is required. Applicants must have experience on MS Office (Ms Outlook, Ms Word, Ms Excel, Ms PowerPoint) and working experience on Pastel will be an added advantage.

The Group Assistant will be responsible for preparing internal memorandums as and when required, sourcing of quotes for flight, car, and accommodation for the team in compliance with Supply Chain regulations, updating the register of all training, workshops and conferences completed successfully, preparation of visa application letters and travel advances as per the travel process and payment of supplier invoices.

The appointment will be made in line with the WRC's employment equity plan and the WRC supports applications from individuals with a disability. Applications must be submitted to Human Resources via the link <https://wrc.mcidirecthire.com/External/CurrentOpportunities> and CVs should contain at least three (3) references. No hand delivered applications will be accepted.

Closing date will be **4 October 2023**. If you are not contacted by **30 November 2023**, please consider your application as unsuccessful.

