

The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and foster innovation in support of the agricultural sector. It provides diagnostic, laboratory, analytical, agricultural engineering services, post-harvest technology development, agrochemical evaluation, consultation and advisory services, food processing technology services as well as various surveys and training interventions. Through its wider network of research institutes and experimental farms, the ARC provides a strong scientific base and a broadly distributed technology transfer capacity to the entire agricultural industry in South Africa.

The ARC-Central Office (ARC-CO) seeks to appoint a highly skilled, experienced and dynamic person to the following position at Hatfield, Pretoria:

SENIOR SECRETARY: MARKETING AND COMMUNICATIONS

Key Performance Areas:

- Render effective office administration including accurate filing and quick retrieval of files and documents,
- Maintain the Senior Manager's daily, weekly, and monthly action file,
- Render secretarial and editorial support to the Senior Manager (diary, arrange travel, documents, meetings, and minutes),
- Provide logistical arrangements and support,
- Coordinate SM projects and synthesis information into coherent reports and associated documents, presentations, and spreadsheets,
- Basic financial administration including budget monitoring,
- Manage daily logistics in the office of the Senior Manager, screen telephone calls and other communication.

Requirements:

- National Diploma in Administration/ Secretarial qualifications or related qualifications,



- Five (5) years of experience in office management and administration at the senior level,
- Computer literate with advanced MS Office proficiency,
- Ability to analyse and synthesise data,
- Ability to take and follow instructions,
- Organisational and interpersonal skills,
- Ability to take minutes and undertake small event management,
- Customer care and excellent client liaison,
- Ability to act with tact and discretion,
- Ability to treat all information confidential,
- Self-managed and motivated,
- Exceptional telephone and front office skills,
- Excellent verbal & written communication skills,
- Ability to work under pressure.

Enquires: Ms Besa Muthuri, Tel: (012) 427 9746

CLOSING DATE FOR APPLICATIONS: 26 MAY 2022

A competitive remuneration package will be congruent with the scope, responsibilities and the stature of the position. The appointment will be subject to a positive security clearance and preference will be given to South African citizens.

Applications accompanied by covering letter, detailed CV (Including certificates, supporting documents, copy of driver's license and nationality. NB: Non-RSA Citizens/work permit holders must attach certified copies) as well as the names and particulars of three (3) traceable referees must be e-mail to HRCV@arc.agric.za

SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered. Applicants who do not receive any response four (4) weeks after the closing date must regard their applications as unsuccessful. The Agricultural Research Council is an equal opportunity employer and is committed to the principles and processes of Employment Equity. The company has the right not to appoint.

