

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 positions at Hatfield, Pretoria:

OFFICE ADMINISTRATOR: COMPANY SECRETARIAT OF THE COUNCIL/BOARD - 6 (SIX) MONTHS FIXED TERM CONTRACT

Key Performance Areas:

- Render effective office administration, including accurate filing and quick removal of files and document,
- Manage and process records management,
- Electronically file and scan council records,
- Filing and achieving of council record,
- Develop an efficient filing system to make updating and retrieving files easier,
- Follow policies and confidentiality dictations to safeguard data and information.

Requirements:

- A National Diploma in Secretarial or related field,
- 3-5 years' relevant experience in office administration,
- Proficiency in the MS Office suite,
- The ability to analyse and interpret data,
- Good communication skills written and verbal.

Enquires: Ms Ivy Maepa, Tel: (012) 427 -9908



CLOSING DATE FOR APPLICATIONS: 13 AUGUST 2021

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.

