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 DRAFT RECRUITMENT ADVERTISEMENT

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| FACULTY | CIO: ICT Services | DEPARTMENT | ICT Services and Operations |
| CAMPUS | North Campus | GRADE | 12 |
| POSITION | Administrative Assistant: ICT Operations | REF NUMBER (POST CODE) | 2895 |
| UPDATED JOB PROFILE/DESCRIPTION | Updated 2020 |
| DATE DRAFT ADVERTISEMENT RECEIVED (2 weeks before expected advertising date) |  | DATE TO ADVERTISE POST (2 weeks) | 25 August 2020 |
| CONFIRMATION OF BUDGET | YES | OFFICE DETAILS |  |

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| (Indicate if the position is permanent OR contract (if contract, specify the relevant contract period) |
| **PERMANENT****(mark adjacent block with X)** | **x** | **CONTRACT PERIOD** **(indicate period)** |  |
| (Indicate if the position is full-time OR part-time. IWCs are not included in this template – please contact your HRC for the relevant form.) |
| **FULL-TIME** | **x** | **PART-TIME (5/8)** |  |
| (Indicate if the position is to be advertised internally only (NMMU Staff portal)/ externally (NMMU staff portal & printed media as selected below) |
| **INTERNAL****(mark adjacent block with X)** |  | **EXTERNAL****(mark adjacent block with X)** | **x** |
| Media to be used for advertising for advertising externally (mark ONE adjacent block with an X) |
| **MEDIA** |  |
| **Disclaimer:***In accordance with the HR Recruitment Policy, HR will only pay for* ***full*** *advertisements for post levels P1-5 (and P6 on motivation), and place one-liner advertisements for other post levels. Advertisements will be placed in the EP Herald (post levels 9 – 18) and the Sunday Times Careers (post levels 1 – 8), informing individuals that full advertisements are available on the NMMU website.**Should faculties/directorates wish to place full ads in the above-mentioned or other media for, it will be for their own account\* (****except*** *for positions on P1-5). In such cases, secretaries need to obtain order numbers and forward these to both HR Consultants and the Branding Section for record purposes.* *IWCs – Deans/Directors to directly liaise with Branding Section (HR Consultants only to place ads on the web)* |
| **AGREED DATE TO SHORTLISTING MEETING**(Within 2 weeks after closing date) | **2 September 2020. 7 September 2020** |
| 1. **HUMAN RESOURCES – full costs**

**(mark adjacent block with X)** | **x** |
| 1. **COMBINATION – partial costs**

**(mark adjacent block with X)** |  | **COST CENTRE** | **5490** |

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| CORE PURPOSE OF JOB |
| Main purpose of the job: Perform administration job required by users. Maintain the information systems on Telecommunications infrastructure. Assist with the training of Telecommunications Systems. |

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| KEY PERFORMANCE AREAS |
| * Creating and Maintaining the Telephone Management System
* Creating and Maintaining Call Barring Monitoring
* Creating and Maintaining RightFax accounts
* Creating and Maintaining Voicemail accounts
* ICT Operations support and related administration
 |
| **CORE COMPETENCIES**  |
| * Strong administrative skills
* Ability to work on own initiative and as part of a team
* Good verbal and written communication skills
* Service orientated and good etiquette skills
* Meticulous attention to detail
* Ability to present basic training courses
* Proficiency in MS Office (Outlook, Word, Excel)
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| REQUIREMENTS |
| * Required minimum education: Matric
* Minimum of 2 years’ relevant experience
 |
| **SCREENING QUESTIONS** |
| * Do you have any experience working on a Telephone Management System?
* Do you know how to work on MS Word and Ms Excel?
* Do you have any experience working with Telephone accounts queries?
* Do you have any experience working on a RightFax System?
 |
| **SALARY RANGES (peromnes)****We propose that we put a link to show our benefits and a link (websites) for the recruiting faculty or department.** |
| ADDITIONAL INFORMATION e.g. contact person and telephone number, e-mail; etc.**CLOSING DATE FOR APPLICATIONS:** |
| * Cover letter
* Psychometrics/skills tests
* Reference checks
* Presentations
* Portfolios
* Equity targeted groups to be specified on the advert
 |
| **SIGNATURE: HEAD OF DEPARTMENT** | **DATE** |
|  |  |
| **SIGNATURE: DEAN/ DIRECTOR/ REGISTRAR**  | **DATE** |
|  |  |
| **SIGNATURE: EXECUTIVE DIRECTOR HR** | **DATE** |

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| SHORTLISTING/ INTERVIEW MEETING DATES |
| **DATE OF SHORTLISTING****(At least 2 proposed date)** |  |
| **DATE INTERVIEW****(At least 2 proposed date)** |  | **DATE MINUTES SIGNED OFF BY CHAIRPERSON****(Within 5 working days after interviews)** |  |
| **EE PROTOCOL APPLICATION** | **YES** | **NO** |  |
| **DATE OF OFFER** |  | **DATE OF APPOINTMENT** |  |
| **REMARKS** |