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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) | |
| 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** | | | |