

**The Health Professions Council of South Africa's** vision is realised through protecting the public and guiding the professions.

**Office Administrator –Inspectorate Office [Western Cape Region]**

**[Paterson Grade B3]**

**Remuneration package: R264, 132 per annum (Cost to Council)**

**MINIMUM REQUIREMENTS**

- ♦ Grade 12, Plus NQF L5 Certificate in Office Administration OR Business Management/ Administration OR Project Management.
- ♦ 2 years administration experience.
- ♦ 2 years or more administration experience in a legal environment will be preferred.

**COMPETENCY REQUIREMENTS**

- ♦ Sound knowledge of relevant Legislation
- ♦ Legal administrative processes
- ♦ Basic accounting skills
- ♦ Operational procedures
- ♦ Advanced MS Word and Excel skills
- ♦ File Management skills
- ♦ Excellent Communication skills

**PRINCIPAL ACCOUNTABILITIES AND KEY PERFORMANCE AREAS**

- ♦ Capturing complaints on case registers and Oracle System
- ♦ Ensure that all office equipment is in working order at all times.
- ♦ To undertake office telephone reception, including taking messages for other staff.
- ♦ Respond to email and telephone queries and walk-in clients.
- ♦ Liaising with external and internal clients and stakeholders and maintaining excellent professional relationships with Health practitioners.
- ♦ Drafting and sending standard letters on behalf of the Inspectors and Senior Manager: Inspectorate.
- ♦ Photocopying and collating papers and mailings.
- ♦ Provide input to Inspectors and Senior Manager: Inspectorate on budgetary planning for the office.
- ♦ Act as a first point of contact and troubleshooting for staff's ICT queries.
- ♦ Ordering stationery, periodicals, books and diaries and other items.
- ♦ Arranging travel and hotel accommodation on a frequent basis or as may be required.
- ♦ Provide project management support when required.
- ♦ Provide monthly status report on files processed, i.e., finalised and pending inspections.
- ♦ Maintain the physical condition of the office and arrange necessary repairs.
- ♦ Continuously seek opportunities to improve and control processes that will reduce risks.
- ♦ Manage the filing, storage and security of all documents.

*In line with the Council's Employment Equity plan and commitment to diversify its workforce, preference will be given to suitably qualified **White male, White female and African male candidates.** People with disabilities will also be preferred for appointment.*

**All interested applicants should forward their application letter, together with detailed Curriculum Vitae and copies of qualifications, to [recruitment@hpcsa.co.za](mailto:recruitment@hpcsa.co.za) quoting the job title in the subject line.**

**N.B Failure to attach required copies will result in your application not being considered.**

**HPCSA reserves the right not to make any appointment to this position.**



**Closing date: 12 September 2023**

If you have not heard from us within 30 days of the closing date of the application, please consider your application as being unsuccessful. Communication will be with short-listed candidates only.