



The South African National Accreditation Systems (SANAS), based in Pretoria, is listed as a Schedule 3A public entity according to the National Public Entities classification. SANAS is mandated to be the sole provider of national accreditation services, whereby it formally recognises the technical competency of calibration and conformity assessment service providers that offer testing, inspection, verification and calibration services as well as inspection against OECD GLP principles in both the public and private domains.

POSITION : ADMINISTRATOR

SALARY : R165 424.13 (Total cost to company package)

SANAS seeks to employ an experienced Administrator with strong operational background to join this rapidly growing organisation. The successful candidate will be responsible for sending out formal notifications to assessors and facilities about assessment dates and ensure that both parties agree by signing the notification, Compile assessment packs, Arrange travel and accommodation for assessment teams, Process corrective actions and ensure SANAS timelines are adhered to, Type the Certificates and Schedules of Accreditation, Update the website with facility details and accreditation status and Upload certificates and Schedules of Accreditation on the website.

REQUIREMENTS

Having a Diploma or Certificate in Office Administration/ Business Administration, the candidate need at least 5 years' experience as an Administrator. Candidates with fair knowledge of SANAS processes and policies are encouraged to apply.

Prospective candidates should have computer literacy, sound knowledge of communication processes, good written and verbal skills, good organizational skills, time management, target driven and attention to detail, team work and the ability to interact with various stakeholders.

ENQUIRIES

Puleng Ratlabala 012 394 3786

CLOSING DATE

25 November 2011

Interested, suitably qualified candidates who believe to have what it takes are encouraged to email their CV's (maximum 3 Pages, certified copies of qualifications as well as certified copy of their ID and motivational letter to pulengr@sanas.co.za)

PLEASE NOTE THE FOLLOWING: Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month, please accept that your application was unsuccessful. Recruiters may delete or expire jobs at any time, and that people with disabilities are eligible to apply.