



SA FARMERS
DEVELOPMENT
Association



agriculture, land reform
& rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

JOB VACANCY FPSU ADMINISTRATIVE ASSISTANT (Two Year Contract)

Sezela, Noodsburg, Amatikulu, Qwabe, Macekane & Makhathini FPSU's

The role of Administrative Assistant

The overall purpose of a FPSU Administrative Assistant is work directly with FPSU Manager as support to FPSU administration. Their primary role is to aid the FPSU in full office administration.

Requirements for the role

- Computer Certificate / Office Administration Certificate / Diploma / Business Management Certificate.
- Completion of NARYSEC Programme will be an advantage.
- One to two years' experience in farm or crop coordination or related sectors.
- Experience in administrative support in a decentralised organisation will be an advantage
- Knowledge of sugar cane industry and link from development to sugar production.
- Computer skills (Microsoft office, Outlook)
- Communication skills and coordination skills.
- Report writing skills and interpersonal skills
- A valid driver's license

Key Performance Areas

- Assist with technical and administrative tasks *Administer all goods received Render asset administrative support General office administration support *Ensure all documents are filed according to the filing system *Safekeeping and management of FPSU assets *Updating of asset register / inventory, asset balancing and reconciliation *Handling of key register for effective control over FPSU keys for the fleet *Conducting monthly spot checks Conduct asset verification and asset disposals *Arrange meetings and taking minutes during proceedings

Application Process

Submit your motivation and CV to hrapplications@sa-fda.org.za clearly demonstrating your suitability for the job and position you applying for. Closing date for the applications is **Wednesday, 5th October 2022 at 12:00**. Communication will be limited to shortlisted candidates who will be contacted within one week of the closing date.

NOTE: Preference will be given to applicants who resides around the area of an FPSU. The successful candidates will be placed at the Farmer Production Support Unit applied for. No late applications will be accepted. All applicants must be SA Citizens/Permanent Residents.