



ADMINISTRATOR: HEALTH AND SAFETY – B5 BAND

Basic Salary: R25 467.44- R29 924.25

REFERENCE CODE: ADM_H&S

Based at ERWAT Head Office

Purpose of the Job: To perform general administration functions for the Division as well as provide general office support.

Key Responsibilities: Assist Manager with general office support functions. Compiles various documents by using Microsoft Office to type reports, presentations, etc. according to sound secretarial practice and organisational administrative standards. Meet Manager on a daily basis to synchronise diaries and arrange or cancel meeting as necessary. Compile monthly, quarterly, annual, ad-hoc reports and dashboards. Support the Manager in the liaison with suppliers and Managers. Develop and maintain a filing system to ensure the efficient storage and access of departmental information according to sound administrative practice.

Minimum Requirements:

- Grade 12 with 3 years 'relevant experience, OR Administrative Diploma/relevant NQF Level 6 Certificate with 1 year relevant experience
- Must be computer literate (Microsoft Word, Powerpoint and Excel)
- No managerial experience required

Quoting the relevant reference code, please forward your detailed CV, and include copies of all relevant qualifications (foreign qualifications must be SAQA converted, and the certificate must be submitted with the original qualification), ID and proof of residence to response3@multilead.co.za.

An appointment will be made in line with the EE objectives of ERWAT.

Shortlisted Candidates will be required to undergo a competency assessment, qualification, security vetting and criminal record verification. False and/or fraudulent information provided will automatically disqualify the applicant.

Closing date for application: 02 June 2025

CVs received after the closing date will **NOT** be considered. Kindly take note if you have not been contacted within twenty-one (21) days of the closing date; please consider your application unsuccessful.

Kindly note by submitting your application for the vacancy, you acknowledge that ERWAT may process your personal information in terms of the Protection of Personal Information Act no 4 of 2013 ("POPIA").