

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: MARKETING AND COMMUNICATION		
08 July 2024		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
MKC: 22/2024	ADMINISTRATOR: MARKETING & COMMUNICATION ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R331 034.00 – R447 780.00	1

MICT SETA seeks to employ a suitably qualified and competent **Administrator**, to provide administrative support to the Marketing unit to ensure the effective and efficient running of the business unit, provide superior client service and to support the MICT SETA in the execution of the overall strategy.

The role will be based at our Midrand Head office and will report to the **Manager: Marketing & Communication**.

MINIMUM REQUIREMENTS:

- Matric/Grade 12 plus National Diploma in Marketing/Communications/ Public Relations and related qualification.
- Minimum three (3) years' Marketing, Communications, Corporate Communications support experience.
- Advertising agency experience advantageous
- Familiarity with office management procedures and marketing/brand principles.
- Intermediate Excel and PowerPoint Skills.
- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.

ROLES AND RESPONSIBILITIES

Marketing, Communication & Stakeholder Engagement Administration Support

Provide support on the MICT SETA's Marketing and Communications campaigns, special projects, and Stakeholder Engagement:

- Branding: Maintain the organisation's brand identity across all marketing materials.
- Corporate Identity: Ensure consistent application of the organisation's corporate identity in all communications and promotional materials.
- Brochures and Publications: Production coordination and distribution of brochures and publications and maintaining inventory.
- Website: Updating and maintaining the organisation's website content, addressing technical issues, and implementing new features.

- Email Campaigns: Administrative support and coordination of email marketing campaigns execution, scheduling, and tracking campaign performance.
- Social Media: Monitoring and responding to social media interactions
- Campaigns and Events: Administrative support in planning and coordinating event logistics and the execution of marketing campaigns across various channels, including digital, print, and social media
- Support the development of high-quality templates and tools to assist with the effective management of and continuous improvement within the business unit's process efficiencies.
- Provide administrative support for Marketing and Communications department to ensure that the business achieves its tactical work plan goals.
- Respond to routine queries and escalate higher-level requests to the relevant staff in the business unit as required.
- Ensure the effective and efficient management of document flows and the retrieving and archiving of information in a confidential manner.
- Assist with the coordination and compilation of reports for the business unit for review and submission.
- Assist in gathering and organising data for marketing performance analysis and reporting.
- Assist in the capturing of relevant information and maintaining the database for the business unit, ensuring data integrity.

Client Services

- Promptly attentively respond to stakeholder requests within established parameters and time frames.
- Assess or check with customer to ensure solution meets request.
- Receive suppliers, stakeholders, and guests on behalf of the department.
- Obtain and serve refreshments as required.
- Arrange functions on behalf of the department.

General Office Administration

- Coordinate and provide administrative duties in the business unit such as, receiving telephone calls, correspondence and emails and flagging them as required.
- Work with the Manager: Marketing and Communications to prioritise an agenda and focus on the most important issues and opportunities within the business unit.
- Develop, maintain, and update the business unit's annual meetings planner.
- Coordinate the business unit's meetings and preparation and ensure that all invitations, logistics, minutes and relevant agendas and material are provided.
- Assist with the coordination and compilation of reports for the business unit for review and submission.
- Assist in the capturing of relevant information and maintaining the database for the business unit, ensuring data integrity.
- Ensure the effective and efficient management of document flows and the retrieving and archiving of information in a confidential manner.

Budget Administration

- Support budgeting and bookkeeping procedures.

- Monitor payments for Unit related activities.
- Ensure Supply Chain management processes are followed when making the necessary travel arrangements, including flights, accommodation, hire cars, etc. for the department.
- Assist in the compilation, coordination and verification of relevant purchase orders, invoices and supporting documents for the business unit for submission to the Finance business unit.
- Assist in reduction of wasteful expenditure by assisting the Officer in ensuring that all marketing deliverables are executed by sub-contractors..

SYSTEM SKILLS:

- Microsoft Office Suite - Intermediate

VALUES

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

BEHAVIOURAL COMPETENCIES

- Problem analysis and problem-solving
- Strong multi-tasking ability
- Attention to detail
- Adaptability
- Confidentiality
- Initiative
- Stress tolerance
- Interpersonal relations
- Ability to work independently.
- Committed
- Ability to travel as required

FUNCTIONAL COMPETENCIES

- Verbal and written communication
- Data collection and analysis
- Time management
- Administration and organisational skills
- Financial Administration
- Report Writing
- Minute taking
- Diary Management

- File and information management

Application:

Please click the link to apply <https://forms.office.com/r/7Yq1f11hZH> by no later than **12 July 2024**.

Queries may be directed to 011-207-2649.

Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications as unsuccessful. Please note that this is an open position.



White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.

POPIA DISCLAIMER- By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)