

***Are you a quality driven individual?  
Do you have a passion for perfection?***

**If you answered YES to these questions, you could be just the individual we are looking for.**

**INTERNSHIP: ADMINISTRATIVE ASSISTANT (12 months)**

Salary Range (differentiated according to the level of qualification): R 6 375 - R 8 375 per month

**Overview of the Organisation**

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from [www.nmisa.org](http://www.nmisa.org)

**Purpose of Role:**

To receive training within Marketing and Communications section on office management and provide support to the team as required.

**Minimum Qualifications, knowledge and Experience**

- A 3-year tertiary qualification in the following fields office management / secretarial qualification
- Postgraduate qualification would be an advantage
- Competent in the MS Office Suite and MS Outlook
- Ability to prioritise work and urgent matters and effective problem-solving skills.
- Excellent typing skills
- Excellent verbal and written communications skills
- Ability to handle confidentiality
- Telephone etiquette
- Strong interpersonal skills
- Analysing, quality and detailed orientation
- Writing skills pertaining to minutes and general correspondence

**Duties and Responsibilities**

- Assist with general administrative duties which include diary management, filing, screening calls, handle enquiries, take messages and managing emails
- Assist with general typing and formatting of documents and preparation of presentations, and preparing document packs for meetings
- Assist with minute-taking at meetings

- Assist with management of communication, distributing post and photocopying of documents
- Assist with travel, car hire, visa applications and accommodation arrangements for international and local travel
- Assist with planning and organising of and visits with internal and external clients, and liaise and co-ordinate with marketing and events team to arrange off-sites functions (venues, invites, agendas and equipment)
- Assist with booking and maintenance of the boardroom and meeting room areas
- Assist with procurement on internal system
- Assist with management of promotional material stock, issuing of said stock and recordkeeping of stock levels.
- Assist with drawing reports on external systems such as AVE support or analytics (training will be provided).
- Assist with various ad-hoc responsibilities within the Marketing and Communication Division

The ideal candidate will be a self-starter who is self-motivated and very detail conscious, dependable and will act in an understanding and helpful manner while performing tasks associated with the position. The position also requires being honest and ethical, being pleasant with others and displaying a good-natured, cooperative attitude.

#### **Please note**

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. NMISA's Human Capital Development programme, which this Internship forms part of, is focused on recruiting the following candidates in order of preference: Coloured, African & Indian.

**Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications, certified academic record and certified ID.) when applying for the position email NMISA Human Resource at [careers@nmisa.org](mailto:careers@nmisa.org) Only candidates with all supporting documents will be considered for the position.**

**Clearly indicate which position you are applying for.**

**Closing date for applications: 10 June 2022**

People with disabilities are encouraged to apply

Correspondence will be limited to short-listed candidates only.

By applying for this position at NMISA, the applicant understands, consents and agrees that NMISA may solicit a credit and criminal report from a registered credit bureau and/or the SAP in relation to positions that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history.