ERRATUM ADVERTISEMENT

SBDG EXECUTIVE ADMINISTRATOR

salary range R 398 588.23 – R 468 927.33 per annum (All inclusive)

OVERVIEW OF THE ORGANISATION

NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). 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.

PURPOSE OF THE ROLE

To provide trusted executive, administrative and strategic coordination support to the Director and Division, acting as a central coordination point to ensure effective workflow management, information management, communication, and the timely execution, tracking and follow-through of divisional priorities, commitments and deliverables.

MINIMUM QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's Degree, National Diploma or equivalent NQF 6 qualification in Public Administration, Business Administration, Office Management or related field.
- At least five (5) years' experience in an administrative, executive support, office management, coordination or related role, of which at least two (2) years must have involved providing dedicated administrative, coordination or executive support services to senior management, executives, board members or equivalent leadership structures.
- Advanced Microsoft 365 proficiency, including Word, Excel, PowerPoint, Outlook, Teams and SharePoint.
- Experience supporting senior management and coordinating activities across multiple stakeholders.

COMPETENCIES AND SKILLS

- Excellent written and verbal communication skills.
- Strong organisational, coordination and planning skills.
- Excellent stakeholder engagement skills with the ability to interact professionally and confidently at all organisational levels.
- Strong analytical, problem-solving and information-gathering capability.
- Ability to prioritise competing demands and work independently with minimal supervision.
- High attention to detail and commitment to quality.
- Strong records and information management capability.

- Ability to compile executive reports, dashboards, briefing notes and status updates.
- Demonstrated ability to manage confidential, strategic and sensitive information with discretion and sound judgement.
- Ability to utilise digital productivity and AI-enabled tools responsibly to improve efficiency and effectiveness.
- Strong personal accountability and ownership for tasks, deliverables and outcomes.
- Demonstrated initiative and the ability to proactively identify opportunities, risks, gaps and areas requiring attention without the need for continuous supervision.
- Highly dependable, committed and responsive, with the ability to consistently follow through on commitments and deadlines.
- Strong professional judgement and maturity when dealing with sensitive matters.
- Commitment to supporting organisational objectives and acting in the best interests of the Division and NMISA.
- Ability to build trusted working relationships through professionalism, integrity, discretion and reliability.
- Professional appearance, conduct and business etiquette appropriate for engagement with senior leadership, government representatives, international delegates and other high-level stakeholders.
- Adaptable, resourceful and able to operate effectively in a dynamic environment.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Executive Administration and Office Coordination:

- Manage the Director's diary, schedule, appointments and meeting commitments.
- Coordinate and support the administrative requirements of the Division.
- Manage and prioritise correspondence, enquiries, documentation and requests requiring executive attention.
- Prepare, format, quality assure and coordinate reports, presentations, submissions and other business documents.
- Maintain effective filing systems and document control processes.
- Coordinate stakeholder engagements, meetings, workshops and related logistics.
- Monitor administrative workflows and proactively address coordination gaps, bottlenecks and outstanding matters.
- Support the effective use of digital productivity, collaboration and information management tools.
- Provide professional administrative support to the Director and the Division to ensure efficient day-to-day operations.
- Undertake additional administrative, coordination and support activities, as reasonably required, to contribute to the effective functioning of the Division and the achievement of its objectives.

2. Meeting Management and Action Tracking

- Coordinate, schedule and make logistical arrangements for meetings, workshops and strategic engagements.
- Prepare and distribute agendas, meeting packs and supporting documentation.
- Record, compile and distribute meeting minutes within agreed timeframes.
- Maintain registers of meeting decisions, actions, commitments and deadlines.
- Track progress against actions arising from meetings and follow up with responsible individuals.
- Obtain and maintain evidence of completed actions and deliverables.
- Monitor overdue actions and escalate unresolved matters where necessary.
- Prepare action status reports and summaries for management review.

3. Strategic Coordination and Executive Support

- Undertake delegated assignments, reviews, investigations and coordination activities as requested by the Director.
- Gather, review, consolidate and summarise information, documentation and records to support decision-making, on matters assigned by the Director.
- Review policies, procedures, reports, records and other documentation, where requested, to identify gaps, inconsistencies, omissions, risks or opportunities for improvement.
- Facilitate coordination across functional areas to support the effective execution of divisional priorities, commitments and initiatives.
- Monitor implementation of agreed actions, recommendations, corrective actions and improvement initiatives assigned for tracking.
- Identify and escalate risks, delays, dependencies and matters requiring executive attention.
- Prepare briefing notes, executive summaries, status updates and management reports as required.
- Maintain registers of delegated assignments, initiatives and strategic actions assigned by the Director.
- Coordinate the collection, consolidation and maintenance of information required for reporting, reviews, audits, assessments and management decision-making.
- Identify opportunities to improve workflow, coordination and operational effectiveness within the Division.
- Utilise approved digital and AI-enabled tools to support research, analysis, coordination, tracking and reporting activities.

4. Operational Coordination, Records and Support Services

- Maintain divisional records, registers, repositories and supporting documentation in accordance with organisational requirements.
- Ensure information, records and evidence are appropriately stored, accessible and retained.
- Coordinate procurement, travel, logistics and related administrative support services in accordance with organisational policies and procedures.

- Safeguard confidential, strategic and sensitive information and maintain information security and confidentiality requirements.
- Provide professional administrative and coordination support to facilitate effective communication, collaboration and workflow across the Division.
- Identify and escalate recordkeeping, administrative or coordination matters requiring attention.

Please note:

How to apply – please read carefully (non-compliant applications will not be considered):
Email your application to **Careers4@nmisa.org**, using this exact subject line: **"Administrator: strategy, business development and governance".** Submit only one application per person for this position.

You must attach **THREE separate PDF documents – do not combine them into one file**. Name each file using **exactly these labels – CV, ID, Qualifications – as "Surname Name – Label"**, for example:

- Your CV – e.g. "Mokoena Thandi – CV.pdf"
- A certified copy of your ID – e.g. "Mokoena Thandi – ID.pdf"
- Your qualification certificate(s) – e.g. "Mokoena Thandi – Qualifications.pdf"

Format rules (applications that do not follow these will not be considered):

- All three documents must be in **PDF format**. Word documents, photographs, JPEG/image files, and links (Google Drive, OneDrive, Dropbox) will not be accepted.
- Your CV must be a proper PDF created from a document (for example, "Save as PDF" from Word) – not a scan or a photograph – and your full name, cell number and email address must appear at the top of the CV.
- Your certified ID and qualification certificate may be scanned, but must be clear, legible PDFs.

Only applications that include all three documents, correctly named and in the correct PDF format, will be considered. Candidates who previously applied for this position are encouraged to reapply.

Closing date for applications: 14 October 2026

The NMISA subscribes to and applies the principles prescribed by the Employment Equity Act.
Preference will be given to previously disadvantaged candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation.

People with disabilities are encouraged to apply. Correspondence will be limited to shortlisted candidates only. The NMISA reserves the right not to appoint.

By applying for this position at the NMISA, the applicant understands, consents and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the relevant authority in relation to positions that require trust and honesty and/or entail the handling of cash or finances, and may also verify the applicant's educational qualifications and employment history. You voluntarily give the NMISA consent to process your personal information.