



South African Airways Technical

Advertisement for a Vacancy

Reference Number	SAAT 24.06.29
Implementation Date	04 June 2024
Revision / Amendment Number	
Revision / Amendment Date	

ADVERTISEMENT FOR A VACANCY

Position Title	Admin Officer
Number of Positions	01
Grade / Level	AL3
Business Unit / Division	Airworthiness, IT Support and Records
Department	CAMO Services
Reference Number	SAAT 24.06.29
Open to	Internal and External

JOB PURPOSE

To capture data, distribute, update & control technical documentation. Perform general office administration and provide administrative and an overall admin support functions Manager as well as all the other employees in the department.

PRINCIPAL ACCOUNTABILITIES

1. Co-ordinate and maintain departmental filing system and ensure safe keeping of maintenance data and aircraft documentation in an orderly manner.
2. Perform all reasonable tasks and general admin duties as required by the manager.
3. Liaise with other departments to represent the CAMO services in an effective and professional manner.
4. Access, assess, register and control all maintenance incoming documentation.
5. Ensure up to date vendor, OEM & regulatory documentation to enable SAAT maintenance activities.
6. Perform general office administration functions to support the Manager with the daily activities of the office.
7. Perform data capturing and produce the required statistical graphs and reports
8. Investigate and arrange for the rectification of budget discrepancies where required.
9. Organise and co-ordinate staff administration, training and travel arrangements as required by the Manager.
10. Arrange meetings, type minutes and distribute minutes/agenda as required.
11. Coordinate special projects on maintenance data and documentation filing.
12. Design, update, control and maintain technical forms/labels and documents.
13. Update databases of the Management Information Systems (MIS) and SAAT's platforms such as Tech Data for end users access and correctness of data.
14. Subscribe to vendors and OEM for retrieval, upload and internal distribution of the of maintenance data.



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15. Purchase maintenance documentation and data on behalf of SAAT.
16. Extract data via the internet and process for internal access, storage and usage
17. Provide and maintain fleet data.
18. Provide cross functional support to all stakeholders to ensure documentation service continuity.

QUALIFICATION AND EXPERIENCE

1.	Grade 12
2.	PC Literacy (MS Office), MIS and SAP
3.	Relevant qualification in Office Administration or Secretarial is essential
4.	Post grade 12 qualification would be advantageous
5.	Minimum 4 years office administration experience is essential

KNOWLEDGE AND SKILLS

1.	Good knowledge of AMOS
2.	Comprehensive knowledge of MS Office package
3.	Good knowledge of SAAT policies and procedures
4.	Communication skills (written and verbal)
5.	Interpersonal skills
6.	Must have typing skills of 35 words per minute

ATTRIBUTES

	Demonstrate the SAA values: Customer Focus; Accountability; Integrity; Safety; Excellence In Performance; Valuing Our People
1.	<ul style="list-style-type: none"> • Effective communication and negotiation skills • Initiative • Organisational awareness • Teamwork and cooperation • Be well presented and customer service orientated • Integrity • Multi-tasking • Work under pressure

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PLEASE NOTE THE FOLLOWING:

- ◆ Applications will not be accepted without the following:
 - **Detailed CV**
 - Internal application form signed off by current Line Manager (Internal candidates only)
 - **Certified copies not older than 6 months** of the applicant's:
 - School Certificate (Matric/N3)
 - Identity Document.
 - Driver's license.
 - All other relevant qualifications

Incomplete applications or applications without this documentation will not be considered.

- ◆ The onus is on the applicant to prove that he/she meets the minimum requirements on the closing date of the advertisement. It is therefore essential to ensure that your CV is detailed enough, in other words, makes reference to qualifications, knowledge, skills, experience (inclusive of duties, tenure, designation etc.) and attributes.
- ◆ Applications should be e-mailed to vanessadoubell@flysaa.com and cc loveynkuba@flysaa.com (**REFERENCE NUMBER AND POSITION TITLE SHOULD BE IN THE SUBJECT LINE OF THE EMAIL**)
- ◆ Closing date will be on the **11th of June 2024 at 14h00**. Please be mindful of the closing date as NO late applications will be considered.
- ◆ If you have not had a response by the 10th of August 2024, kindly take it your application was unsuccessful.
- ◆ Applicants will go through a comprehensive assessment process which may include competency and/or psychometric assessments.
- ◆ Applicants will undergo pre-employment checks i.e. medical, criminal, credit, reference, authentication of qualification etc.
- ◆ SAAT is committed to Employment Equity. All appointments will be made in this context.
- ◆ SAAT reserves the right not to make an appointment to any of the positions contained in this advert.
- ◆ Queries relating to the above positions may be directed to the relevant Line Manager or Recruitment Office.