

Broadband Infraco, is a long distance national and international optic fibre connectivity network infrastructure provider based in Radiokop, seeks to appoint a suitable candidate to the following employment opportunity:

INTERNAL AND EXTERNAL JOB ADVERTISEMENT

DIVISIONAL COORDINATOR: CTO (PERMANENT)

Key Responsibilities:

Reporting to the Chief Technical Officer, the incumbent will:

- Manage the smooth running of the CTO's office including correspondence, meetings and diary, travel arrangements.
- Coordinate and review the activities of the outputs, submissions, and updates of all sub-unit activities.
- The successful candidate will be responsible for the records and contract management storage and dissemination of the information within the CTO's office, including electronic filing and management via SharePoint.
- Facilitation and coordination of all Human Resources related activities (Performance contracts, Filing, tracking of certain objectives).
- He/she will be responsible for the follow up and production of divisional management reports, monthly, quarterly, and annually.
- Coordinate all the meetings, take minutes and all logistical arrangements.
- Processing claims for the CTO.
- The candidate will be responsible to maintain professional client and Supplier Liaison.

Qualification and Experience:

- National Diploma in Business/Office Administration/Management or Secretarial qualification
- 3 - 5 years' experience in general office administration undertaking office management, Data capturing, travel arrangements, Report writing, financial management, Coordinating Departmental activities
- An understanding of the technical operating environment.
- Sound general secretarial/PA and office administration experience developed through growing through the ranks of organisations in such roles across functional areas.
- Experience in dealing with key and senior individuals in organisations, including government.
- Knowledge of government protocols and hierarchy.

Applications and a comprehensive CV to be e-mailed to careers@infraco.co.za

Enquiries should be directed to **Ms. Hermina Lebelo – Contact Details: 011 235 1605 (Office Hours)**

Closing Date: 06 March 2025.

Broadband Infraco reserves the right not to make an appointment or to make a temporary appointment in accordance with the current organizational requirements. Appointment is subject to verification of the applicant's qualifications and reference checking. Applications received after the closing date will not be considered.

Correspondence will be entered into with short-listed applicants only. If you have not heard from us within 4 weeks, you should consider your application unsuccessful. Placement will be in accordance with the Company's Employment Equity Plan. Persons with disabilities are encouraged to apply.