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Ref. 04/2023

Companies Tribunal is an agency of the dtic established in terms of the Companies Act 71 of 2008. The Tribunal's mandate is to adjudicate applications made in terms of the Act by reviewing decisions made by the Companies and Intellectual Property Commission (CIPC) and serve as a forum for alternative dispute resolution in any matter arising under the Act.

EXECUTIVE SUPPORT

Centre: Pretoria • Ref: 06/2023 • Remuneration - C3: R647 800,47 – R715 990,19 (Negotiable)

Minimum Job Requirements:

- Diploma in Secretarial Studies/ Office Administration, or relevant qualification (NQF 6)
- 3 years executive / management support experience

Competencies:

- Interpersonal skills
- Communication (written and verbal) skills
- Excellent coordination and logistics skills
- Planning & organising skills
- Project management skills
- Microsoft Office package (Word, excel, power point)

Duties:

- Secretarial and administrative support
- Administration and logistics coordination
- Operational support
- Record and document management
- Office administration

For detailed information on the (full job description) competency requirements and job responsibilities, visit www.companiestribunal.org.za.

Please forward your detailed CV to hr@bncommunications.co.za not later than 31 July 2023. Late applications will not be considered. For enquiries, contact the Human Resources Manager: Mr S Ramaphoko, Tel: on 012 394 1084 / 083 2738 604. CT reserves the right not to make an appointment.

The Companies Tribunal welcomes applications from all persons with disabilities