ADMINISTRATIVE ASSISTANT
CLIENT ADMINISTRATION

POST TITLE	Administrative Assistant
ENITITY	South African Comprehensive Assessment Institute (SACAI)
REPORTING LINE	Head of Client Administration
MINIMUM EDUCATIONAL QUALIFICATIONS	• Matric (Grade 12) • A diploma or a degree in the relevant field is an advantage.
MINIMUM APPLICABLE WORK EXPERIENCE	• 1 to 3 years of experience in an administrative role, preferably within an education or assessment environment. • Familiarity with curriculum frameworks, SBA processes, and/or examination procedures is beneficial.
KEY SKILLS AND COMPETENCIES	• Excellent organisational and time-management skills with attention to detail. • Strong verbal and written communication skills in both Afrikaans and English • Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) and database management systems. • Ability to work collaboratively in a team and independently under minimal supervision. • Strong problem-solving skills with the ability to adapt to changing priorities.
PRIMARY JOB DESCRIPTION	• Data capturing • Data management • Records management • General office administration and support • Meetings and training coordinating • Verification of forms, data and submissions • Handling of queries and customer service • Asset register management
APPLICATIONS	• Prospective candidates, whether with current or previous education experience, must apply in writing via email. A short CV must be included, containing the following information: qualifications, current position, employer, experience. • Applicants must be prepared to travel to Pretoria for an interview, at their own cost. • Commencement date: 1 January 2027 or earlier as per agreement.

	• Applications marked **"Administrative Assistant:Client Administration"** must be emailed to Mr H Steenkamp at hr@saou.co.za no later than **16:00 on Thursday, 19 November 2026.** • Consider your application as unsuccessful if you are not contacted within two weeks after the submission date. • Enquiries: Mr H Steenkamp. Tel 012 436 0900