

Centurion Aerospace Village (CAV)

(An initiative of *the dti*)

Position: GENERAL ADMINISTRATION MANAGER

Ref No: CAV 2014/002

Background

The CAV is an industrial park and infrastructure development organisation in the aerospace and defence industry. The industrial park is located in Centurion, Pretoria. The CAV has the objective of developing a strong industrial base of manufacturers supplying products, parts and services to local and international companies in the aerospace and defence sector. The intention is to transform the CAV to a Public Entity. The long term direction is to grow CAV into a high tech, innovation-driven Special Economic Zone (SEZ) in this sector.

The Position

A talented, energetic and committed manager is required to fill the position of General Administration Manager in Centurion. The incumbent will be responsible for key aspects of the CAV by taking responsibility for all administrative functions of CAV. This position will also provide administration support to the Board of Directors and ensure compliance to relevant company legislation. This will include facilitation, co-ordination, administration and logistics for executive, board and committee meetings.

Duties and Responsibilities

- Ensure effective and efficient administration of the organisation and support for the Board of Directors;
- Facilitate the Board, Excom and other committee meetings, advise and ensure compliance required by the Companies Act, other applicable laws and the King Codes on Corporate Governance;
- Perform company administration and knowledge management functions, including capturing and retrieval of documents and keeping registers and records;
- Build and maintain a network of relationships with managers, executives and business owners to promote compliance and application of the service delivery model;
- Ensure that appropriate guidelines, processes, procedures and approvals are in place;
- Provide support to management and internal and external stakeholders;
- Gather and distribute relevant business information; and
- Ensure timely completion and validation of statutory and administrative tasks.

Experience and Qualifications

- A relevant tertiary commercial or legal degree;
- Registration with the Institute of Company Secretaries of Southern Africa (ICSA) will be an advantage;
- More than 5 years related experience as Administration Manager preferable in an industrial and (or) infrastructure development environment; and
- Experience in an environment that includes cooperation with government departments/municipalities will be an advantage.

Skills and Knowledge

- Proficiency in MS Office applications;
- Knowledge of company finance, customer relations, people management and processes, procedures and projects;
- Management proficiency with strong planning and organising skills;
- Advanced report writing and effective communication skills;
- Building client relationships and networking skills;
- Analytical skills with attention to detail; and
- Knowledge of relevant legislation (e.g. PFMA and Treasury Regulations), compliance and corporate governance requirements (including King III).

Remuneration

- A competitive market-related guaranteed package between R573 300 and R670 300 per annum is on offer to the preferred candidate.

Recruitment Details

- Communication would be limited to the short-listed candidates only.
- Short-listed candidates will be subjected to a comprehensive selection process that includes reference checks, security clearance, confirmation of qualifications and a criminal record check, as well as psychometric assessments..
- The CAV is an equal opportunity affirmative action employer and the appointment will be made in accordance with the CAV's employment equity objectives.
- The CAV reserves the right not to fill an advertised position.
- If you meet the stated requirements, kindly e-mail your application to info@cav.org.za including a covering letter with the advertisement reference number shown, a copy of your identification document and a comprehensive CV (including three referees with their contact details).



- Failure to submit the prescribed documents on or before the closing date and time will result in disqualification of the application.
- Should you not hear from us within 21 days after the closing date, consider your application unsuccessful.

CLOSING DATE: 2014, June 11