



The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups to apply for the following position:

Operations Departmental Administrator

Salary (Level 09) R468 459 .00xv R561 894.00 per annum

(Ref 2025/07/01)

Key Purpose:

To provide professional, structured and efficient administrative and coordination support to the USAF (Universal Service and Access Fund) Division, enabling the Executive and team to implement and monitor USAF programmes effectively. This role ensures operational efficiency, quality documentation, project reporting, and logistical support in a high-level, performance-driven public sector environment.

Key Roles:

- Provide comprehensive administrative support to the USAF Operations Executive Office.
- Schedule, coordinate and document USAF Operations meetings, including compiling agendas, taking accurate minutes, and following up on action items.
- Organise logistics for USAF Operations events, stakeholder engagements, workshops and briefings.
- Liaise with internal and external stakeholders including other government departments, service providers, and development partners.
- Maintain an effective document management and tracking system for USAF Operations records and correspondence.
- Monitor procurement requests, contracts, and reporting deadlines relevant to USAF programmes.
- Prepare basic reports, briefing notes, and presentation packs as directed by the Executive.
- Provide secretariat support for USAF governance and reporting structures.

- Ensure smooth daily functioning of the USAF administration unit, including facilities, supplies, communication, and records.

Essential knowledge, skills and competencies requirements

- Strong administration and office management and project management skills.
- Sound knowledge of public sector administrative processes and PFMA compliance (preferred).
- Excellent interpersonal skills with professionalism in dealing with senior stakeholders.
- Strong written and verbal communication skills.
- Advanced MS Office proficiency (Word, Excel, PowerPoint, Outlook).
- High attention to detail, accuracy and organisational ability.
- Able to handle confidential matters with discretion and integrity.
- Adaptability and resilience under pressure.
- Knowledge of ICT and telecoms sector or development funding (advantageous).
- Strong personal commitment to the attainment of set goals

Qualifications and Experience Required

- Minimum: A National Diploma or Bachelor's Degree in office Administration/equivalent to.
- Advantageous, Project Administration, Business Administration, Public Management, strategic communication or a related field.
- At least 2–3 years' experience in a project or administration role.
- Experience supporting high-level executives or managing administrative functions in a public entity or private agency is highly advantageous

Applications:

Application letters accompanied by a comprehensive curriculum vitae, certified copies of qualifications and identity document should be forwarded for the attention of Ms.

Sharonne Scheepers to recruitment@usaasa.org.za

Closing Date: 31 July 2025

Note: Correspondence will be limited to the shortlisted candidates only. If you have not been contacted within 3 months of the closing date of the advertisement, kindly regard

your application as unsuccessful. Shortlisted candidates must be prepared to consent and be subjected to necessary vetting.

Enquiries: Sharonne Scheepers (Recruitment & Selection), Tel. (011 564 1653)
