

Reference:
09/2019



PanSALB
PAN SOUTH AFRICAN LANGUAGE BOARD

The Pan South African Language Board (PanSALB) is a statutory body established in terms of Act 59 of 1995 (as amended) for, inter alia, the creation of conditions for the development and for the promotion of equal use and enjoyment of all the official South African languages. PanSALB seeks to appoint a results-driven, assertive and dedicated individual to fill the following position at our Head Office in Pretoria.

COORDINATOR: LANGUAGES

Salary level 11: R697,011 per annum (All-inclusive package, of which a portion can be structured according to the individual's needs)

Reference: 09/2019

Location: Head Office (Pretoria)

The purpose of the position: The Coordinator is responsible for effective reporting on overall performance of language matters. This entails coordinating the submission of reports by the Provincial Offices, PanSALB structures, within the Unit and other internal stakeholders, consolidation, transferring data into reporting systems and ensuring compliance to reporting templates and times by the stakeholders. The incumbent must also ensure continuous communications and resolve any queries regarding reporting processes and procedures.

Requirements: Applicants must be in possession of a Senior Certificate and National Diploma in Administration or Language related qualification. At least 3 years' experience within a 3 years' experience in a coordinating and administrative role. Stakeholder liaison role and financial administration background will be an advantage. Sound knowledge of the PanSALB Act, Language legislation and policy. Provincial Language Committee Norms and Rules. Knowledge of document management. Must be assertive, trustworthy, ethical and professional with integrity. Must be creative, motivated, self-driven, results-oriented. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. A valid drivers' licence and preparedness to travel, work outside normal hours and willingness to accept responsibility and perform any other ad-hoc function as may be required.

Competencies needed: Attention to detail. Multi-task. Good interpersonal and communication skills. Project Management. Computer literate. Strong administration and organisational skills. Conflict resolution. Numerical ability and analysis. Customer service. Compliance.

Key Performance Areas: The successful incumbent will be expected to perform amongst others but not limited to the following tasks and responsibilities: Document management. Maintain a systematic filing system. Drafting of submissions, agendas and collate all minutes of meetings. Prepare payments and report on variances to the Senior Manager. Ensure compliance with relevant Finance and Supply Chain Management Legislation when processing claims for the Office. Maintain effective communication with PanSALB's Divisions, Structures and Provincial Offices. Administer and maintain reporting systems, processes and procedures in the Division. Monitor compliance with state guidelines by stakeholders. Maintain the confidentiality of privileged information. Prepare, collect, format, and edit information in preparation for reporting. Verify the accuracy of data received from stakeholders. Coordinate, collect, transfer and process data in the reporting system from Province and language units. Consolidate and ensure proper monthly, quarterly and annual reporting in terms of budget expenditure by PanSALB structures. Maintain ownership for own work, performance management and development.

PanSALB is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in PanSALB through the filling of posts. Candidates whose appointment will promote representivity will receive preference. People from the designated groups are encouraged to apply and will be given preference. Preference will be given to women and disabled people. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the PanSALB. Appointment of successful candidates will be strictly subject to the result/ outcome of Personnel Suitability Checks.. PanSALB reserves the right not to make appointments.

Closing date for applications:

29 April 2019

"One nation many languages"

www.pansalb.org