

ORGANIZATIONAL CONTEXT

Job Title	Document Support
Job Code	Clerk
Grade	7-9
Affairs	Assets Affairs
Department	Roads O&M
Section	Enablers
Team	Project Management Office
Date last updated	25/03/14

JOB CONTENT

Role Objective

To ensure that all incoming and outgoing documents are controlled and provide a wide range of administrative support services to the Project Management Office.

Job Roles & Responsibilities

1. Reports to the Project Coordinator
2. Coordinates with the project's staff in order to ensure that documents are kept in the right place and in the right department file archive
3. Ensures all incoming and outgoing documents are controlled, disseminated and filed correctly
4. Ensures that the project's documents are checked and submitted on time prior to their submission due date
5. Files documents as required by the Project Manager and performs regular checks on the project's documents in order to ensure they are properly submitted to other individuals, groups and departments as required
6. Maintains, updates and manipulates systems and runs reports as required
7. Can operate independently and as part of a team
8. Will handle confidential information with discretion
9. Liaises with staff to seek support (if required) and complete the submission of documents as required
10. Prepares relevant material and documents that require checking, validating and signing prior to submission date and advises the relevant Project Manager of specific actions to take

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

(Knowledge and experience needed for the satisfactory performance of the job)

Educational & Experience:

Qualifications

Essential

Desirable

- Diploma / degree in any discipline or experience in similar/same role

Technical Knowledge

- Demonstrable administrative skill set and experience.
- Evidence of excellent customer liaison skills.
- Proven experience with MS Office
- Good verbal and written communication.

The Individual

- Excellent organisational skills and attention to detail
- Proven ability to manipulate systems and databases
- Able to develop and maintain good working relationships at all levels
- Good communication skills
- Enthusiastic, act with initiative, and proactive
- Proactive, conscientious and confident in approach.
- Flexible and adaptable