

AGRÉMENT South Africa (ASA) seeks to fill the following vacancy based in Pretoria:

ADMINISTRATION TECHNICAL OFFICER (PERMANENT)

Remuneration : R 362 710 per annum (All-inclusive Cost to Company)

Reference Number : ASA00001/2026

Closing date : 28 APRIL 2026

Purpose:

To provide administrative and technical support to the certification processes of Agrément South Africa for evaluating the fitness for the purpose of non-standardized construction products, materials, and systems against performance-based criteria.

Duties and Responsibilities Include (but are not limited to):

- Perform administrative duties for the Technical Services functions by:
- Providing support to the Executive Manager: Technical Services and the Technical Group Leaders regarding meeting coordination, including, but not limited to, making all logistical arrangements required for meetings.
- Performing electronic records management (filing and retrieval), for the department according to the document management policies and procedures.
- Ensuring preparation and processing of documentation/packs must be couriered/dispatched to clients and stakeholders.
- Providing effective and efficient office administration as directed.
- Providing reception support and general inquiries for the department
- Communicating with Clients, the Executive Manager, Technical Group Leaders, and other employees on service delivery and certification matters, as and when required.
- Preparing terms of reference for procurement of goods and services including drafting of requisitions for approval
- Preparing all certification-related documents, such as application form requests, assessment criteria, printing, and courier of certificates.
- Coordinating the certification administration processes within the required timelines.

- Follow up with all clients and obtain customer feedback post-certification.
- Being responsible for the management of the certificate database and updating it quarterly.
- Regular feedback to the Executive Manager: Technical Services on matters of concern.
- Implementation of Risk Management Processes, Policies and Procedures.

Ad-Hoc Duties

- Performing ad hoc duties as requested by the Executive Manager: Technical Services.

MINIMUM REQUIREMENTS

- National Diploma Office Administration, Business management, Management Information Systems, Operations Management, or Equivalent NQF 6 Qualification with Administration and/or Information Systems
- 3 Years' experience post qualification
- Good Understanding of technical working environment, Database Management, Management Information Systems, and ISO 9001 Quality Management Systems.

IDEAL REQUIREMENTS

- Degree in Office Administration, Business management, Management Information Systems, Operations Management, or Equivalent NQF 7 Qualification with Administration and/or Information Systems
- 5 Years' experience
- Good understanding of technical working environment and ISO 9001 quality management systems.

Managerial and Technical Competencies:

- Knowledge and understanding of PAIA, POPIA, ASA Act.
- Administration and good electronic records management skills.
- High level of computer literacy (PowerPoint, Excel, Word, etc.);

- Good working knowledge of Management Information Systems.
- Ability to exercise tact and good judgment with highly sensitive information.
- Good planning and organizing skills.
- Good report writing skills.
- Ability to develop and manage electronic databases.
- Ability to work accurately and efficiently.
- Ability to establish and maintain good relationships within the workplace.
- Ability to function independently and within a team.
- Extremely organized, detail-oriented, and efficient
- Ability to manage tight deadlines and a punctual, heavy workload.

Generic Competencies:

- Accuracy (Essential)
- Attention to detail (Essential)
- Computer Skills (Essential)
- Communication Skills
- Confidentiality (Essential)
- Planning and organising skills
- Administrative and record management Skills
- Time Management Skills
- Team Working Skills
- Problem Solving Skills
- Professionalism

Candidates will be subjected to integrity checks before the appointment is made. Interested parties should send email to recruitment@agrement.co.za with the correct reference number **by 28 April 2026 at 16h30.**

Vacancy



Preference will be given to people with disabilities, White and Coloured males, and females whose appointment or promotion will meet the requirements for Employment Equity representativity in Agrément South Africa.

The processing of your personal information by ASA will be done in accordance with the POPI Act 4 of 2013.

Enquires: Ms Lesedi Khalo at lkhalo@agrement.co.za

Agrément South Africa reserves the right not to make an appointment.