

ENERGY SECTOR ADMINISTRATOR ADVERT

SALARY R407 563 – R479 487 PER ANNUM

Brief Overview of the Role

1. To provide administrative support to the Energy Sector Manager and Specialist, ensuring the smooth running of stakeholder collaboration, business partnering and stakeholder engagement.
2. To proactively manage all administrative tasks in a timely and anticipatory manner to ensure that both internal and external stakeholder collaboration and engagement needs are fully met.
3. To provide the support needed for the Energy Sector Manager and Specialist to build strategic partnerships, implement strategic communication, provide thought leadership and targeted skills development in the energy sector.
4. To perform all tasks related to the purpose of this role, as required and delegated.

1.Key Responsibilities

1. Administrative Assistance
2. Event, Function and Campaign Coordination
3. Energy Sector Stakeholder Liaison and Reporting
4. Internal stakeholder liaison and reporting
5. Teamwork and Self-Management

2.Requirements of the Role

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
Qualifications:	Higher Certificate or equivalent (NQF level 5) in relevant field	National Diploma or Advanced Certificate (NQF level 6) in relevant field
Experience:	Minimum of 3 years' experience in an administrative environment	Exposure to the SETA environment would be preferred Experience in the Energy Sector
Training:	1. Computer Literacy (MS Office package)	Advanced Computer Literacy (MS Office package)
Professional certification and membership of professional bodies	Not applicable	Not applicable

3. Competency Requirements

Competency Requirements	
EWSETA PREREQUISITE COMPETENCIES (REFER TO EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Contributing to team success ▪ Energy ▪ Work Standards ▪ Managing the job
EWSETA CORE COMPETENCIES (REFER TO EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Stakeholder Orientation ▪ Building Collaborative Working Relationships ▪ Driving for Results ▪ Continuous Learning ▪ Quality Orientation ▪ Demonstrating Personal Integrity
KNOWLEDGE	<ul style="list-style-type: none"> ▪ EWSETA mandate, purpose, vision, mission, values ▪ EWSETA administrative processes/operations ▪ EWSETA policies and procedures ▪ Energy Sector knowledge
SKILLS (NOT LISTED IN EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Verbal and written communication Skills ▪ Numerical literacy ▪ Record keeping and data management skills ▪ Planning, Organizing and Scheduling Skills ▪ Information gathering and classification skills
ATTRIBUTES (NOT LISTED IN EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Detail Orientation ▪ Results Orientation ▪ Influencing skills

4. Application Process

Please see attached the full detailed Job Description for the role of Energy Sector Administrator Position.

CVs and Certified Qualifications of suitably qualified persons must be forwarded to newrecruitment@ewseta.org.za by no later than the Close of Business 2 March 2026 (i.e. by 16:30 p.m.). Applications received after the closing date will not be considered.

Correspondence will be limited to shortlisted candidates. EWSETA reserves the right not to make an appointment/s for the advertised post.

Appointment will be made in line with the EWSETA Employment Equity targets, position open only to South African Citizens.

NB: Please use the name of the position on the subject line of your application email.