

INTERNAL VACANCY

REF NO : ADMINISTRATOR – MTN INVESTIGATIONS
DIVISION : CRITICAL INFRASTRUCTURE
POSITION : ADMINISTRATOR – MTN INVESTIGATIONS
CLOSING DATE : 13 AUGUST 2025

An Internal Vacancy exists for an **Administrator** in the **Critical Infrastructure division** based in **Centurion, Head Office – MTN Investigation**.

The suitable candidate's main responsibilities and duties include, but are not limited to, the following:

- ✚ Prepare and submit the monthly executive report.
- ✚ Schedule REG21 appointments and coordinate with creditors to ensure timely payment of related invoices.
- ✚ Regularly monitor expiration dates for personnel certifications and update records as required on DMS.
- ✚ Provide administrative support to the DFO for all firearm-related requests, including the issuance and management of firearms.
- ✚ Conduct inspections of company vehicles every Monday to ensure they are in proper working condition and Compile and submit a detailed report following each inspection.
- ✚ In the event of an accident or when repairs are required, I gather all necessary documentation and coordinate with the fleet department to ensure timely and efficient completion of repairs.
- ✚ Handle all matters related to vehicle tags, including issuance, renewal, and replacement as required.
- ✚ Record all closed dockets in the docket book and ensure they are easily retrievable when required.
- ✚ Make sure all closed dockets are stored at AGS.
- ✚ Ensure timely submission of fuel reports, complete with all required documentation, and provide a report.
- ✚ Ordering of stationery and cleaning supplies.
- ✚ Liaise with the procurement department regarding office maintenance requests, such as leaking roofs, electrical plugs, network cables, window tinting, and other related issues.
- ✚ Accommodation, Flight and Bus booking.
- ✚ Attend and Compile weekly Meeting minutes.
- ✚ Assist investigators with technical issues related to their Company equipment (PCs, GPS, 3G, and etc) by liaising with the IT department and conducting necessary follow-ups on their behalf.
- ✚ Manage the procurement of chargers, batteries, and other necessary equipment.
- ✚ Process phone upgrades.
- ✚ Requesting data top-up or minutes.
- ✚ Oversee and manage all office printer-related matters, including maintenance, troubleshooting, and ensuring proper functionality.
- ✚ Couriering & collection to and from other regions.
- ✚ Assisting employees with Sage access difficulty.
- ✚ Personnel Files updating and general documentation safe keeping.
- ✚ Indexing, filing and arranging storage of closed dockets.

Preferred qualifications/attributes/skills:

- ✚ Grade 12 or equivalent qualification.
- ✚ Minimum one years' experience in a similar position.
- ✚ Advanced typing skills.
- ✚ Attention to detail.
- ✚ Excellent written, verbal communication skills (fully bilingual).
- ✚ Dependable, work independently, meticulous and precise (number accuracy is imperative).
- ✚ Advanced Excel skills will be advantageous.
- ✚ Advanced Word skills to create reports and review documents as and when required.
- ✚ Effective communication skills, able to present data insights in a clear and understandable manner.
- ✚ Ability to work under pressure and meet targets.
- ✚ Required to work overtime from time to time.
- ✚ Clean disciplinary, criminal and credit record.
- ✚ Candidates will undergo polygraph and background checks.
- ✚ Own transport.

*Interested candidates to e-mail CV and Internal Application Forms to Internalcv@proteacoin.co.za
Employment consideration will be in accordance with the Employment Equity Act requirements
Should you not hear from us within 14 days after closing date, your application should be considered unsuccessful*

CEO: C Diavastos

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