



CA Programme – Vacancy Co-ordination Specialist

The CA Programme – Co-ordination Specialist is an exciting and challenging opportunity which is now available within Group Human Resources. We would like to invite you to apply for this role, should you find that the job specification outlined below interests you.

Job Title: Co-ordination Specialist
Location: Sandton, South Africa
Reporting to: CA Programme Training Officer
Department: Human Resources

Brief description of role/overall job objective

Organisational and administrative support to the CA Programme Team, CA trainees and other relevant stakeholders, in delivering a distinctive and out of the ordinary CA Programme offering.
www.investec.com/CAprogramme

Duties, responsibilities and accountabilities

- Ensuring that each recruitment cycle is efficiently and effectively coordinated, providing continuous feedback to both the candidates and CA Programme Team (e.g. set up interviews, liaise with candidates)
- Compiling Letter of Appointments, MIE checks, liaising with remuneration for new trainee on-boarding.
- HR Oracle Admin - capturing and maintenance of all relevant data on Oracle
- Completing all admin requirements for SAICA (South African Institute of Chartered Accountants) relating to trainees
- Processing new starter logistics
- Inbox Management (CA Programme, CA Scholarship, Summer School)
- Candidate data capturing in spreadsheets and database management
- Assist with organizing and logistics of trainee induction
- Application process for Visa Applications and work permits for International Rotations
- Co-ordination and in/outbound logistics for International Rotations
- Co-ordination of training courses
- Compiling course feedback as input to Request for Proposal processes
- Co-ordination and logistics of Vacation Programmes (e.g. Summer School)
- Board course co-ordination and administration
- Capturing and maintenance of learner records on Oracle
- Setting up of PDR's, Expectations discussions and Catch Up sessions etc
- PDR process tracking and management

- Learner Tracking System (LTS) administration
- Managing the timesheet process
- Maintenance of the Intranet and Internet sites
- Submission, recording & follow up of Invoices and sending Proof of Payments to all suppliers and trainees
- Credit card statement reconciliation and submission for payment
- Telephone account monitoring and reallocations
- Meeting Room and Video Conference Bookings and Banqueting liaison
- Diary Management and calendar management for the CA Programme Team
- Parking Management
- Setting up and co-ordinating social events or touch points (birthdays etc)
- Laptop administration (contracts, returns)
- Maintenance and management (manual and electronic) of the filing system
- Booking and managing travel requirements
- Clearing mailing trays
- Minute taking and typing up of minutes

Education, skills and specialist knowledge required

- Undergraduate degree or tertiary education
- Preferable work experience in a recruitment, marketing or training environment
- Knowledge of CA Programme best practice, Graduate Programmes and industry benchmarks an advantage
- Excellent knowledge of Microsoft Word, Outlook, Excel and PowerPoint
- Experience working on Oracle preferable
- 'Out of the ordinary' administration and co-ordination skills

Personal attributes

- Self starter, proactive, professional & efficient
- Ability to build relationships
- Strong interpersonal and communication skills (verbal and written)
- Ability to multitask and work with multiple team members
- Excellent time management skills
- Good attention to detail
- Passion and pride in delivering work of the highest standard
- Ability to work well under pressure and achieve tight deadlines continuously
- Ability to work autonomously when needed
- Extremely strong co-ordination and influencing skills
- Superb organizational and self management skills



Out of the Ordinary®

