



science, technology  
& innovation

Department:  
Science, Technology and Innovation  
REPUBLIC OF SOUTH AFRICA



## **ADMINISTRATION ASSISTANT X 2**

The South African Council for Natural Scientific Professions (SACNASP), the regulatory authority for Natural Science professionals in South Africa, is seeking an Administration Assistant to provide essential support to ensure efficient daily operations and a productive work environment.

Reporting to the Registrations Supervisor, this role supports the registration processes within SACNASP by assisting with application intake, data entry, and quality checks. Additionally, the assistant handles inquiries by phone, email, and in person, providing information about SACNASP's processes. They also compile data, prepare reports, and maintain spreadsheets, while offering general team support to enhance departmental coordination.

This role requires a proactive and quality-oriented professional with effective communications skills, organisational skills, ethical integrity and collaborative abilities.

### **Key Responsibilities:**

- Processing of new applications received through SACNASP's Portal.
- Manage schedules and team correspondence.
- Observe and report database performance.
- Support the preparation of reports and team documents.
- Handle inquiries via phone, email, and in person regarding registration processes.
- Perform quality checks on data entries.
- Ensure all records comply with SACNASP's data standards and regulatory requirements.

### **Minimum Requirements:**

- National Diploma or Degree in Office Administration, Business Administration, or a related field
- At least 1-2 years of experience in an administrative or clerical role, ideally within a professional body, regulatory organisation, or similar environment where data management and record-keeping are key.
- Familiarity with office productivity tools such as Microsoft Office (Word, Excel, PowerPoint), email systems, and databases.

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### **Added Advantage:**

- Post-Graduate Degree in Office Administration, Business Administration, or a related field. 2-3 Years experience in an administrative or clerical role

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### **Key Competencies:**

- Data management and record-keeping
- Integrity and honesty
  - Ethical and professional conduct
  - Attention to detail
  - Quality orientated
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**Other Requirements:**

- Willingness to travel when required
- Availability to work extended hours, including overtime when necessary

Salary: R280 000 per annum (CTC)

Job Type: Permanent

Commencement: ASAP

To apply for this position, please forward your comprehensive CV, certified copies of your qualifications and ID, cover letter detailing role suitability to [hrapplications@sacnasp.org.za](mailto:hrapplications@sacnasp.org.za)

**Closing date: 14 April 2026**

***This position will comply with Employment Equity principles.  
SACNASP reserves the right not to make an appointment.***