

## VACANCY

### INFORMATION ADMIN ASSISTANT - HEAD OFFICE 4 months Fixed Term Contract

#### CORE PURPOSE OF THE JOB

To assist the Information Officer with the administrative duties relating to compliance with the Protection of Personal Information Act (POPIA).

#### MAIN FUNCTIONS OF THE JOB INCLUDE:

- Assist in ensuring Compliance with POPIA
- Facilitate the administrative functions of the POPIA Project
- Assist in implementation of the POPIA action plan
- Assist in further developing and updating action plans for each department
- Assist in facilitating meetings with Managers
- Assist in completing schedules related to personal information at the Bank
- Assist in data classification and the creation of a policy and procedure regarding retention of documents
- Assists in all other tasks required by the Information Officer in order to comply with POPIA
- Assist with general administration

#### QUALIFICATIONS

- Matric
- Legal qualifications would be advantageous

#### PREFERRED EXPERIENCE

- Strong administration skills
- Experience within the legal field would be advantageous.

#### KNOWLEDGE

- Microsoft Office
- Microsoft Outlook
- Internet
- Knowledge on the POPI Act would be advantageous

#### SKILLS REQUIRED

- Deadline Driven
- Prioritisation
- Efficiency and Time Management
- Excellent Communication Skills (Written and Verbal)

- Ability to work under pressure
- Organisation Ability
- Ability to take instructions and carry them out efficiently

Kindly forward your CV to [hr@albaraka.co.za](mailto:hr@albaraka.co.za)