ADMINISTRATIVE ASSISTANTS (4 POSTS)

REFERENCE NO : ESSP2014 E

STIPEND : R1 500.00 p.m.

CENTRE : Head Office

NATURE OF APPOINTMENT : 1 Year Contract

Requirements: Grade 12 qualification or equivalent. Should be able to speak, write and read English and other languages. Matured and have ability to work with people from different spheres. Can read and write reports. Computer literate. It should be youth between 18 – 35 years old.

Duties: To support Head Office Coordinators. Attend meetings organized by the District or Head Office. Capture data electronically and manually. Write reports on the project. Assist with general administration. Give support to participating schools/offices. Report daily to the Head Office coordinators all successes and challenges. Keep all the records, workers' attendance registers, pay sheets, worker's contracts and reports compiled by the supervisors. Communicate with schools and District Offices.

Enquiries : Mr Given Shavhani 011) 355 0922
                     Mr Alfred Motsusi 011) 355 0095

CLOSING DATE: 13 June 2014

Applications must be submitted on form Z83, obtainable from any public service department or from the website, which must be completed in full. A certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Faxed or e-mailed applications will not be accepted.

PLEASE NOTE: Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within two weeks, please accept that your application was unsuccessful.
Applications should ONLY be hand delivered at Head Office, Gauteng department of Education, 111 Commissioner Street, Johannesburg from the 3rd June 2014 where the vacancies exist from Tuesday 03rd – 13 June 2014, between 08:00 and 15:00 daily.

(APPLICATION BOX WILL BE PLACED AT GROUND FLOOR)

Office of the Director: HR&OS
Room 810, 111 Commissioner Street, Johannesburg, 2001 P.O.Box 7710, Johannesburg, 2000
Tel: (011) 355-0404 Fax: (011) 355-0394 E-mail: jose.coetzee@gauteng.gov.za