SENIOR ADMIN CLERK (X 2 POSTS)

DIRECTORATE : Independent Schools
REFERENCE NO : 2015/01/1111
SALARY : R 123 738.00 per annum plus benefits
CENTRE : Head Office
NATURE OF APPOINTMENT : Temporary for 12 Months

REQUIREMENTS: Senior certificate or equivalent qualification plus relevant experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of Procurement procedures and other legislative frameworks applicable in the public sector. Good interpersonal skills and communication skills (verbal and written). Computer literacy, administrative, analytical, planning and organizational skills. Ability to work under pressure and in a team.

DUTIES: Reply to queries, compile/type correspondence, documentation, faxing and photocopying. Make logistical arrangement for meetings/workshops/events. Provide administrative support, update and safe-keeping all records, office provisioning, receive and track correspondence & order stationery. Perform administrative duties that will be assigned.

Enquiries: Mr. M. Mdingi Tel: (011) 355 0650

CLOSING DATE: 02 February 2015

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, drivers licence, qualifications and detailed CV 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 emailed applications will not be accepted.

Applications should be hand delivered at Head Office (111 Commissioner Street) at the Security entrance from Monday 26 January, 2015 to, Monday 02 February, 2015 between 08:00 and 16:00 daily.