



INTERNAL ADVERTISEMENT

NB: This advert is only open to College previous interns/in-service trainees and contract/temporary employees.

SECRETARY X1 (SL5)

SALARY NOTCH: R152 862.00. PER ANNUM (Excluding Benefits)

TEMPORARY

(The contract will run until 31 JULY 2018)

Office of the Principal

REF: EEC-SEP-01/2018

Minimum Requirements: A National Diploma in Management Assistant /Office Management or equivalent qualification. 1-year experience in administrative procedure or relevant field. In-service training experience is permissible. Good written and verbal communication skills. Computer literacy. Drivers licence will be an added advantage.

Competencies, Knowledge and Skills: Knowledge administrative procedures. Ability to perform secretarial duties. Offer reputable Customer service to internal/external clients. Accuracy in preparing and typing information. Interpersonal skills, Effective communication skills (Verbal & Written), basic planning and organising skills, Computer Skills, Telephone etiquette, Efficient Time-management skills, Ability. Ability to work under pressure. A Candidate must be professional, respectful, reliable, honest, ethical, maintain confidentiality, proactive and Ability to work independently as well in a team.

Duties and Responsibilities: Provision of administrative support to the Office of the Principal. Provide administrative support to the Office of the Principal .Provision of Secretarial Services to the office of the Principal. Act as the contact person between the Stakeholders and the Principal. Arrange meetings and Coordinate events. Administrate and maintain both hard and electronic diary of the Principal. Provide stakeholder management administration. Develop and maintain relationships with stakeholders and update its database. Comply with the College policies and procedures.

CLOSING DATE: 18 April 2018 at 16:30. Applications received after the closing date, emailed or faxed applications will not be considered.

Please Note: Applications must be submitted on a form Z83 obtainable from any Public Sector Department/TVET College. The reference number and the post title must be quoted on the Z83 which must be originally signed by the applicant. Candidates must also submit comprehensive curriculum vitae, certified copies of identity documents and certified copies of all qualifications including matric certificate. Certified copy of the drivers licence, where required, must be provided. All qualifications obtained from institutions outside South-Africa should be accompanied by certified copies of SAQA certificate. Clearly indicate the experience where applicable (DD-MM-YYYY). Successful candidate will be subjected to security screening. Applications must be delivered to Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs 1560, for the attention of the HR Manager, MR M MATHE. Due to high volume of applications, applications will not be acknowledged and if you do not receive any response within 3 months, please accept that your application was unsuccessful. The College is an affirmative action employer! ENQUIRIES: Mr M Mathe Tel. No. (011) 730-6600.