



SECRETARY X1 (SL5)
SALARY: R152 862 Per Annum (Excluding Benefits)
(REF NO.: EEC-SER-01/2018)
PERMANENT

Minimum Requirements: A National Diploma in Management Assistant /Office Management or equivalent qualification. 1-year experience in administrative procedure or relevant field. 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), Computer Skills, basic planning and organising skills, Computer Skills, Telephone etiquette, Efficient Time-management skills, Ability. Ability to work under pressure. 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 Deputy Principal: Registrar. Provide administrative support in relation to student administration functions. Provision of Secretarial Services to the Deputy: Registrar. Act as the contact person between the clients and the Deputy Principal: Registrar as and when required. Arrange meetings and Coordinate events. Administrate and maintain both hard and electronic diary of the Deputy Principal Registrar. Provide stakeholder management administration. Develop and maintain relationships with stakeholders and update its database. Comply with the College policies and procedures.

SECRETARY X1 (SL5)
SALARY: R152 862 Per Annum (Excluding Benefits)
(REF NO.: EEC-SEF-01/2018)
PERMANENT

Minimum Requirements: A National Diploma in Management Assistant /Office Management or equivalent qualification. 1-year experience in administrative procedure or relevant field. 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), Computer Skills, basic planning and organising skills, Computer Skills, Telephone etiquette, Efficient Time-management skills, Ability. Ability to work under pressure. 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 Deputy Principal: Finance. Provide administrative support in relation to finance, procurement and asset functions. Provision of Secretarial Services to the Deputy Principal: Finance. Act as the contact person between the Clients and the Deputy Principal: Finance as and when required. Arrange meetings and Coordinate events. Administrate and maintain both hard and electronic diary of the Deputy Principal: Finance. Provide stakeholder management administration. Develop and maintain relationships with stakeholders and update its database. Comply with the College policies and procedures.



SECRETARY X1 (SL5)
SALARY: R152 862 Per Annum (Excluding Benefits)
(REF NO.: EEC-SEP-01/2018)
PERMANENT

Minimum Requirements: A National Diploma in Management Assistant /Office Management or equivalent qualification. 1-year experience in administrative procedure or relevant field. 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.