

DANCE FOR ALL

Advert Summary

- **Position:** EPWP Intern, (X3) Three positions available
- **EPWP location:** DCAS Head Office, Cape Town
- **Recruiter:** Dance for All
- REF: EPWP/Arts and Culture 02/2023

Adverts Details

Job Description: EPWP Office Administrator

Offer: Stipend of R154 per day-R 200 per day depending on qualifications

Closing date: 6 March 2023

Contract Period: from date of assumption of duty to 31st March 2024

Enquiries: Amande Odendaal

Email: Amande.Odendaal@westerncape.gov.za

Tel: 021 483 4753

Minimum requirements

- Applicants must be between the ages of 18-35 years old.
- Must be able to communicate in at least two of the three official provincial languages.
- Applicant must preferably have good computer skills in MS WORD, Excel. Emails and MS Power point.
- Professional conduct in the running of an office- telephone etiquette, filing skills, typing skills.
- Minimum requirements Grade 12.

Key Performance areas

The successful candidate will be responsible for:

- Providing strong administrative support to managers.
- Providing project support to arts development programmes presented by the component.
- Effective Time management

Competence /Skills

- A keen interest in events management, project management, administrative duties.
- Computer literate, able to use MS word, MS excel.
- Good communication skills.
- Pleasant natured/ good Interpersonal skills.
- Able to work as part of a team within a professional environment.
- The ability to work independently.

Personal Criteria:

An individual who conducts themselves in a professional manner, has a willingness to learn new skills, and can receive and convey sensitive/privileged information with tact and discretion will be best suited for this position.

Note: Only shortlisted applicants will receive further correspondence. If you have not received a response from the department within two weeks of the closing date, please regard your application as unsuccessful.

Applications are to be submitted on **fully completed Z83** forms obtainable from any government department or www.westerncape.gov.za/jobs/ clearly indicating the position being applied for and reference number. Shortlisted candidates will be required to submit originally certified copies of their documents for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and/ or undergo competency assessments/ proficiency tests.

Email your application with your curriculum vitae to Amande.Odendaal@westerncape.gov.za on or before the closing date of the advertisement. Take note no application will be considered after the closing date.