



Advert Summary

EPWP location: Department of Cultural Affairs and Sport (x1) OKKIE JOOSTE CULTURAL FACILITY

Recruiter: Camissa

REF: EPWP/01/2023

Advert Details

Job description: EPWP Office Administrator

Closing date: 6 March 2023

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

Offer: Stipend of R154.00 – R231.00 per day

Enquiries: Amande Odendaal

Email: Amande.Odendaal@westerncape.gov.za

Tel: 021 483 4753

Minimum Requirements:

- Applicants must be between the ages of 18 and 35.
- Must have a matric certificate.
- From Cape Winelands region i.e., Stellenbosch area
- 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, filling skills, typing skills.
- Must be able to communicate in at least two of the three official provincial languages.

Key Performance Areas

The successful candidate will be responsible for providing frontline administrative assistant duties

Competencies/Skills

- Computer proficiency (MS office, MS excel)
- Communication skills (both verbal and written)
- Attention to detail and problem-solving skills.
- Time management
- Ability to take minutes in meetings.
- Excellent telephone etiquette
- Organize and schedule meetings.
- Organise office operations.

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.

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 advert. Take note no application will be considered after the closing date.