

JOB PROFILE

JOB TITLE	Intern-Operations Administrator		
DURATION	Twelve (12) months contract		
REPORTING TO	Operations Manager		
JOB GRADE	B4	Stipend	
		R4000	
NO. OF INCUMBENTS	1		
DIVISION	Enterprise Development Division		
LOCATION	Northern Cape: Provincial Office - Kimberley		
MAIN PURPOSE OF THE JOB	To coordinate the administrative activities at Provincial office level in terms of financial function as well as management of information and reporting systems.		
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Coordinate the financial administration activities in the Provincial office. ❖ Provide data capturing services in the Provincial Office. ❖ Coordinate the asset management activities in the Provincial Office. ❖ Provide administrative support in the Provincial Office. 		
REQUIRED MINIMUM QUALIFICATION	❖ Matric (NQF Level 4) and a Certificate (NQF Level 6) in Office Administration		
REQUIRED WORK EXPERIENCE	❖ Not Applicable		
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Communication ❖ Stakeholder Engagement 		

	<ul style="list-style-type: none"> ❖ Analytical ❖ Performance Driven ❖ Administrative Diligence ❖ Team Work ❖ Adaptability & Flexibility ❖ Policy Adherence ❖ Basic Computer Skills ❖ Office Management
	<p>To apply, please send your CV to recruitmentnc@seda.org.za</p> <p>Please state the position you are applying for in the subject line.</p> <p>Closing Date: 09 July 2021</p>
<p>NB: It is the organisation's intention to promote equity and representivity in terms of race, gender and people living with disability as per the set numerical targets contained in the organizational Employment Equity Plan (EE Plan). To ensure compliance and successful implementation of the EE Plan, all applicants should indicate their race, gender and disability status in their curriculum vitae (CV). All Races are encouraged to apply for this position.</p> <p>The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful.</p>	