



Advert Summary

EPWP Participant: Administration Participant

Recruiter: Department of Cultural Affairs and Sport, Western Cape Government

REF: EPWP 20/2017

Contract Period: Date of assumption of duty to 31 March 2018

Advert Details

Directorate: Heritage Resource Management Services

Offer: Stipend of R 140-00 - R168 per day

Closing date: 03 November 2017

Enquiries: Ms. O Mandlondoda – 021 483 9693

Minimum requirements:

- Grade 12
- Applicants must be between the ages of 18-35 years

Key Performance Areas:

The successful candidate will be responsible for:

- Data Capturing
- Updating records
- Filing
- Email and telephonic enquiries
- Front office liaison

Competencies/skills:

- Planning and organizational skills
- Communication skills (verbal and written)
- Administrative skills
- Efficient computer literacy skills (Microsoft Packages)

Note: Only shortlisted applicants will receive further correspondence, if you have not yet 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, CV and certified copies of qualifications. Shortlisted candidates will be required to submit originally certified copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests. **Deliver/post your application to: Ms. Owethu Mandlondoda Department of Cultural Affairs and Sport, Protea Assurance Building, Green Market Square, Cape Town, 8001/ Private Bag X9067, Cape Town, 8000. Applications not received on or before the closing date as well as faxed or emailed applications will not be considered.**