



Seda Free State in partnership with Mantsopa Municipality seeks to appoint qualified candidates for the following vacant position:

Job Profile	
<b>JOB TITLE</b>	General Office Assistant
<b>JOB SALARY</b>	R3 500 per month This job is a contract for 12 months
<b>REPORTING TO</b>	Branch Manager - Mangaung
<b>MAIN PURPOSE OF THE JOB</b>	Provide day to day general assistance to the Satellite Office in terms of refreshments, cleanliness, filing, photocopying, document management and mail services. The General Office Assistant will also be responsible for reception and switchboard area as well as to provide administrative support to the Information Officer.
<b>NO. OF INCUMBENTS</b>	1
<b>LOCATION</b>	Mantsopa Local Municipality Office- Ladybrand
<b>REQUIRED MINIMUM EDUCATION</b>	Matric/ Grade 12
<b>REQUIRED MINIMUM EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ Exposure in an office environment</li> <li>❖ Basic computer literacy</li> <li>❖ Basic numerical skills</li> </ul>
<b>KEY PERFORMANCE AREA</b>	<ul style="list-style-type: none"> <li>❖ Facilitation of Satellite Office cleaning duties</li> <li>❖ Manage Satellite Office documents</li> <li>❖ Manage filing and record keeping systems</li> <li>❖ Maintenance of office equipment</li> <li>❖ Management of the reception and switchboard area as and when required</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Attention to detail</li> <li>❖ Planning and organising</li> <li>❖ Flexibility</li> </ul>

<b>CLOSING DATE</b>	To apply, please send your CV to <a href="mailto:recruitmentfs@seda.org.za">recruitmentfs@seda.org.za</a> /alternatively hand deliver to - Mr Ramothapi Chalale - LED Manager, Manyatseng office, Mantsopa Local Municipality (ramothapi@yahoo.com). Please specify the position and Satellite Office you are applying for in the subject line. Closing Date: <b>22 August 2014</b>
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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.