



INTERNAL ADVERTISEMENT ONLY

Gauteng Enterprise Propeller (GEP) is Schedule 3C Provincial Public Entity established under the auspices of the Department of Economic Development with a view to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in the Gauteng province

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION

ADMIN OFFICER (SEDIBENG REGIONAL OFFICE)

Purpose of position

To provide an effective and efficient administrative support function to the Region

Key Responsibilities:

- Provide general administration services
- Capture information onto portal and management of portal
- Assist in co-ordination of activities within office of the Regional Operations Manager
- Co-ordinate diary of the Regional Operations Manager
- Process printing and binding requests
- Prepare documents for courier- including waybill slip preparation
- Collates agendas, minutes and documents
- Provide documents to various regional committees
- Provide logistical support
- Ensuring that all approved payments for the region are processed by Finance Unit
- Perform any other duties as delegated by Regional Operations Manager

Minimum Requirements

- NQF Level 6 Qualification in Office Administration/Management Assistant/Public Management and Administration
- Two years (2) Years administration experience

Competencies (Knowledge, Skills and Attitudes)

- MS Office,
- Verbal and Written Skills,
- Interpersonal Skills
- Planning and Organizing Skills

Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position.

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. Suitable applicants must e-mail detailed, updated CVs to: adminofficer@gep.co.za, with subject being the position applied for, by no **later 21 January 2022 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful. GEP reserves the right to fill or not to fill this position.