
JOB ADVERT:

Applications are invited from suitably qualified candidates for the following position.

PERMANENT POST: Office Administrator (2 positions)

SALARY PER ANNUM: R 171 537.00 (excluding benefits)

REFERENCE: CRL/2024/7

CENTRE: Head Office, Braamfontein, Johannesburg

PURPOSE: To provide Administrative, Logistical and Communication support to the Corporate Services/Regional Operations Department.

MINIMUM REQUIREMENTS: A National Senior Certificate or equivalent (NQF4) qualification. A National Diploma/Bachelor's Degree or an equivalent (NQF6/7) qualification will be an added advantage. A minimum of 2 years' functional working experience in administrative support or in a similar field. A minimum of 2 or more years' experience working in a Chapter 9 Institution will be an added advantage. Good verbal and written communication skills, Computer skills, Good interpersonal relations skills, Teamwork, Flexibility.

Duties: Render administrative and secretarial support to the unit. Draft submissions and correspondence. Handle all tasks relating to office management and logistics, Provide project administration support services to the unit.

CLOSING DATE: 3 MAY 2024

ENQUIRIES: Human Resources

TEL: 011 358 9112/9108

Forward a written application, including a comprehensive CV, recently certified copies of your ID and qualifications and a driver's licence where applicable via email to recruitment@crlcommission.org.za, or hand delivered to The CRL Rights Commission Offices, 33 Hoofd Street, Forum IV, Braampark, Braamfontein. Applicants in possession of foreign qualifications must include the evaluation certificate from South African Qualification Authority (SAQA). Please note that failure to comply with the above instructions will render the application unsuccessful. The Commission reserves the right not to fill this position.