



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Ehlanzeni TVET College

Ehlanzeni TVET College invites all suitable qualified candidates to apply for the following vacant posts:

RECEPTIONIST
SALARY LEVEL: SL5
SALARY: R163563-R192666 PER ANNUM
CENTRAL OFFICE
REF NO: EHL 46/2019

JOB PURPOSE

To maintain a professional front office environment at all times.

KEY PERFORMANCE AREAS

Reception management: Maintain the reception area competitive standard. Attend to visitors and clients. Answering and recording of incoming and outgoing calls. Take messages where necessary and inform members accordingly. Keep record of executive /directorate numbers. Keep record of all emergency numbers. Avail and update staff personal phones and extension number. Screen calls accordingly. Report shortfalls and defects of telecommunication system. Maintain the visitors register. Distribution of brochures and information to guests. Ensure that private telephone usage is captured (teletrace). Execute of any other assignments

Administration support: Compile reports/plans/letters and other correspondence. Render secretarial duties. Photocopying of papers and reports. Booking meetings rooms as per the requests.

REQUIREMENTS

- National Diploma in the following Office Management/Business Management
- 1 year experience in a similar environment
- Good telephone etiquette skills
- Good communication and written skills
- Good interpersonal skills
- Attention to detail
- Customer orientated

PLEASE NOTE THE FOLLOWING:

Relevant Employment Acts will be considered when filling this position. Application should be submitted on form Z83 obtainable from any Public Services Departments, stating the relevant reference number, a recent updated CV, as well as certified copies of all qualifications including academic record, ID document and driver's license. Failure to submit the requested documents will result in your application not being considered. No faxed applications will be considered. The College reserves the right to withdraw the post at any time. Communication will only be entered into with short-listed and the successful candidates. If you have not heard from us within 3 months after the closing date, please accept that your application has been unsuccessful. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

ENQUIRIES: Ms. Patricia Duma (013) 752 7105. Kindly forward all applications to: The Principal, Ehlanzeni TVET College, Private Bag X11297, Nelspruit, 1200 or hand - deliver to the Corporate Centre at 29 Bell Street, Nelspruit, 1200.

CLOSING DATE: 23 April 2019