

EXTERNAL ADVERTISEMENT		
DIVISION: OFFICE OF THE CEO		
REFERENCE NUMBER	POSITION FIXED-TERM	NUMBER OF VACANCIES AVAILABLE
TRAI: 21/2020	INTERN: BOARD SECRETARIAT ADMINISTRATOR STIPEND: R10 000.00 PER MONTH	1

MICT SETA seeks to provide experiential learning opportunity to a suitably qualified graduate for a period of twelve (12) months.

The position is based at our head office, in Midrand.

MINIMUM REQUIREMENTS

- Applicants must be South African citizens and not older than 35 years.
- Applicants must be in possession of a Matric Qualification and Completed 3 years Diploma or National Diploma in Office Management and Technology/Business Administration
B-Tech Degree in Office Management & Technology/Business Administration would be an advantage.
- Applicants must not have participated in previous learnership, graduate or internship programmes.
- Previous work experience such as vacation work is welcomed but not required.
- Preference will be given to disabled applicants

SKILLS REQUIRED

- Diploma/National Diploma in Office Management and Technology/Business Administration
B-Tech Degree in Office Management & Technology/Business Administration would be an advantage.
- Good Communication Skills
- Planning and organizing skills
- Good time management and prioritising skills
- Advanced Microsoft Office skills

ROLES AND RESPONSIBILITIES

- Responsible for the administration and filling of documents.
- Assist in the coordination of Board Meetings and Committees.
- Responsible for the processing of board travel claims.
- Assist in the general administration of the department.

ATTRIBUTES REQUIRED

- Attention to detail
- Integrity
- Presentable
- Pragmatic
- Diligent
- Perseverant
- Proactive and enthusiastic
- Planning and organising
- Must be individually driven and motivated
- Must be reliable and responsible

APPLICATION

CVs and **certified qualifications** of suitably qualified persons may be forwarded to the Human Resources Department for the attention of: Mr Bassanio Gilbert (Recruitment@mict.org.za) no later than **11 September 2020**. Enquires may be directed to 011-207-2600.

Applicants will be subjected to personal vetting.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.