

Kheth'Impilo specialises in solution development and implementation for health and community systems and services strengthening in marginalised communities.

Administrative Officer x 2

Technical Support: Care and Support Services Branch

Department of Basic Education, Pretoria

REF: A025001-02

Applications are invited from appropriately qualified persons for the position of Administrative Officer to join the Care and Support Services Branch in the Department of Basic Education (DBE), in Pretoria. The position requires a proactive person with coordination, office administration, project support and stakeholder liaison skills. The candidate will support administrative, logistical and similar activities of Learner Support as well as Learner Health and Wellbeing programmes. The candidate will work as part of the team with the Technical Support Officer and Project Coordinator, attached to the office of the Branch Head. This is a short-term contract (10 months), therefore, preference will be given to current and/or recent DBE employees.

Requirements:

- Applicants must be in possession of a Senior Certificate or equivalent with relevant experience.
- Ability to multi-task, work independently and the willingness and ability to work under pressure.
- Excellent interpersonal relations, communication (verbal and written) and organising skills.
- Thorough knowledge of financial management systems of the Department of Basic Education;
- Knowledge of Treasury Regulations and the Public Management Act, 1999(Act 1 of 1999) (PFMA)
- In addition applicants should have an understanding of Batho Pele principles;
- the capability to deal with classified information;
- Valid driver's license
- General knowledge of health issues pertaining to young people in South Africa

Responsibilities include:

- Contribute to the achievement of the deliverables of the Care and Support Services Branch within the Department of Basic Education (DBE) in various ways, including participating in relevant events, workshops, meetings, etc. and carrying out ad-hoc tasks
- Manage information flow
- Support Branch Projects led by the Office of the Branch Head and Health Promotion Directorate
- Correspond with internal and external DBE stakeholders as required.
- Support the roles and responsibilities of the Director: Health Promotion and Technical Support Officer at DBE and Kheth'Impilo respectively

 In line with Khethimpilo's commitment to Employment Equity, we encourage applications from disabled persons, and applicants from designated groups

Application Process:

Closing date for applications: 20 May 2018

Applications must be e-mailed to: National.Recruitment@khethimpilo.org or Faxed to +27 21 410 4379

Include a detailed CV, qualifications, minimum of three references and a cover letter in one e-mail;

Please use the Reference Code, position title in the header of the e-mail;

Our Website: www.khethimpilo.org only shortlisted candidates will be contacted.