

Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the Region. Enterprise iLembe has formed a strategic partnership with Food and Beverages Manufacturing SETA to assist Food and Beverages Manufacturing SETA in the implementation of skills development programmes which aims to capacitate South African youth, woman, people with disabilities and males on the food and beverages manufacturing processes within a period of 12 months.

Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applications for the position below:

ADMINISTRATION ASSISTANT (8 MONTHS)

Invitation to provide administrative assistance on the Food and Beverages Manufacturing SETA skills development programmes.

Minimum Criteria

- Gr. 12 Matric Certificate (Compulsory)
- Qualification in Administration or any other related fields.
- One [1] year functional experience in the Public Sector/ Skills Development/Administration Services.
- Must reside within the iLembe District [Mandeni, Ndwedwe, Maphumulo & KwaDukuza]

Skills:

The Administrative Assistant should at least meet the following competencies:

- Ability to communicate effectively, to lead and participate in the discussions.
- Sound knowledge and understanding local government is essential.
- Excellent Report Writing Skills
- Computer Literacy [Ms Word, Ms. Excel, Ms. Outlook, etc]
- Excellent organizational and time-management skills.

Key Responsibilities:

The Administrative Assistant will be expected to:

- Take instruction from the Project Manager and Project Administrator
- Collect learner registers and populate for data capturing.
- Create a Filing System for FoodBev Programme documents.
- Data capturing of all FoodBev Programme information.
- Minute taking for FoodBev Stakeholders and internal meetings.
- Attend site visits and induction with the Project Manager/Project Administrator and take notes.
- Follow up on learner stipend payments and queries and communicate with the Project Administrator
- Take note of all learner queries and communicate them with the Project Administrator

Enterprise iLembe subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998. Please forward your applications together with a detailed CV and certified copies of your qualifications, and Identity Document for the attention of the Human Resources Officer: Ms. Kerry-Lee Van Der Linde; email kerry@enterpriseilembe.co.za

The closing date for submissions is Friday **16 June 2023 at 15h00** Please note that applications received after the closing date will not be considered. If you do not hear from us within (2) weeks of closing date, please consider your application as unsuccessful.

L Mncube (Mr)
Chief Executive Officer