

EXTERNAL ADVERT

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| Business Unit: One Stop Shop | | Date: 04 March 2022 |
| Job Title: | Internship | |
| Duration | 12 Months | |

Brief Outline of Duties:

The purpose of this submission is to request authorization to recruit an OSS Support Staff to work as an Intern.

KEY PERFORMANCE AREAS (Among others)

1. Attend to telephonic and electronic investor queries.
2. Arrange meetings and send electronic meeting invites.
3. Compile written correspondences as a follow up to project meetings.
4. Perform secretarial duties (filing, photocopying, book boardrooms, arrange travel and accommodation for KZN OSS).
5. Monitor the KZN OSS Online application or investor queries.
6. Perform other duties as directed by immediate supervisor.
7. Report challenges experienced to the immediate supervisor.

JOB SPECIFICATION

Educational and /or Technical Competencies:

National Diploma / Bachelor of Administration or similar technical qualification.

PROFESSIONAL COMPETENCIES

- Sound knowledge of administration.
- Ability to work under pressure.

PERSONAL ATTRIBUTES

- Good interpersonal and communication skills.
- Computer literacy at an intermediate level.

- Proficiency with Microsoft Office suite.
- Good telephone etiquette.

Equity Statement

We are committed to Employment Equity when recruiting internally and externally and will ensure our recruitment process is in line with achieving our Employment Equity goals.

Should you meet the above requirements please send your application to hr1@tikzn.co.za

CLOSING DATE: Friday: 18 March 2022