



SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

JOB PROFILE

RE-ADVERTISEMENT

JOB TITLE	Intern: Office Administration	
DURATION	Twelve Months(12) Contract	
REPORTING TO	Senior Manager: Communication and Marketing	
JOB GRADE	Internship	Stipend
		R 4 000.00 PM
NO. OF INCUMBENTS	1	
DIVISION	Corporate Services	
LOCATION	National Office	
MAIN PURPOSE OF THE JOB	The purpose of the internship programme is to provide office administrative and secretarial support to the Corporate Communication and Marketing unit.	
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Perform administrative and secretarial tasks ❖ Perform diary management duties ❖ Attend to telephonic calls, direct calls and record messages ❖ Coordinate travel arrangements ❖ Administer procurement and payment processes 	
REQUIRED MINIMUM QUALIFICATION	❖ Matric (NQF level 4) and a three year tertiary qualification in Office Administration (NQF Level 6)	
REQUIRED MINIMUM WORK EXPERIENCE	❖ Not Applicable - Work experience exposure programme	

CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Communication ❖ Problem-solving & decision-Making ❖ Planning & Organising ❖ Monitoring & Evaluation ❖ Performance Driven ❖ Administrative Diligence ❖ Team Work ❖ Policy Adherence
	<p>To apply, please send your CV to recruitment@veda.org.za</p> <p>Please state the position you are applying for in the subject line.</p> <p>Closing Date: 26 March 2021</p>
<p>The appointment of candidates is subject to the verification of all their credentials (educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful.</p>	