

SOUTH AFRICAN LIBRARY FOR THE BLIND

EMPLOYMENT OPPORTUNITY



The South African Library for the Blind (SALB) invites applications from suitably qualified South African citizens for the following 12-month contract position to commence on 1 May 2019 or earlier:

Administration Clerk (1 year contract post)

This position renders administrative support and office assistive duties to the staff of the various Minilibrary projects and reports to the Snr Projects and Minilibraries Coordinator at the SALB. The incumbent may also be called upon to render relief assistance to the Admin Support Assistant which include inter alia switchboard and reception duties.

Minimum Requirements & Attributes

Grade 12 with no less than two years office administrative work experience, or relevant N6 or higher level qualification with no less than 1 year continuous relevant work experience in an office administrative environment; good administrative and organizational skills; detail oriented and deadline driven; good English written and verbal communication skills; Intermediate level experience in Ms Word and Excel; good numeracy skills; proven experience in having dealt with procurement and suppliers. A fair working knowledge of the PFMA and SCM legislation and prescripts will be an advantage.

Remuneration

Total Cost to Company R126 252 per annum (to be reviewed April 2019)

Candidates who meet the minimum requirements that would like to apply for the position should submit a letter of application together with their curriculum vitae (with 3 contactable referees) including copies of educational certificates by one of the following means mentioned below:

For postal applications: The Human Resources Section, S A Library for the Blind, P O Box 115, Grahamstown, 6140.

For hand-delivered applications: The Human Resources Section, S A Library for the Blind, 112b High Street, Grahamstown.

For electronic applications: hr@salb.org.za

For telephonic enquiries: Human Resources section @ 046 6227226

Closing date for applications: **20 March 2019**

Suitably qualified candidates from designated groups are encouraged to apply.

PLEASE NOTE:

- Short-listed candidates may be required to undergo competency testing.
- SALB reserves the right not to appoint any person to this position.
- Original certificates and/or testimonials should be made available on appointment.