

JUNIOR ADMINISTRATIVE OFFICER

DESCRIPTION:

Engo Child and Youth Care Centre office in Welkom currently has a half-day position (20 hours per week) for a Junior Administrative Officer.

REQUIREMENTS:

- Grade 12
- Strong administrative and computer skills (MS Office, Word, Excel, PowerPoint and Outlook)
- Secretarial responsibilities for the Principal Social Worker: telephone, messages, appointments, correspondence, agendas & minutes.
- Administrative responsibilities concerning 8 Youth Care Centres: staff administration, mail, photocopies, control of attendance registers, and help with statistics.
- Help with arrangements for meetings and functions.
- Valid driver's licence.
- Fluent in Afrikaans and English, written and spoken.
- Good communication skills and interpersonal skills.
- Good judgment and the ability to act confidentially.
- Respect for versatility and sensitivity to other cultures.
- Good organisation and time management.
- Neat and professional appearance.

SERVICE BENEFITS:

- Salary
- Service bonus
- Pension fund

CLOSING DATE:

31 August 2025

APPLICATION FORM/CV:

E-mail: info@vironskinders.org.za

The employer reserves the right not to fill the vacancy. Successful candidates will be notified within four (4) weeks whether the application was successful or not. If no feedback has been received in the four (4) week period, it must be assumed that the application was unsuccessful.