

**OFFICE OF THE CEO INTERN X1
REMUNERATION: STIPEND
18 MONTHS
REF: AgriS0905/2022**

JOB PURPOSE	❖ To provide support within the Office of the CEO
ROLE CONTEXT	❖ Function within the Office of the CEO with Administration

KEY PERFORMANCE AREAS

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Management of data	<ul style="list-style-type: none"> ❖ Compile data on request ❖ Maintain various data sets
Administration	<ul style="list-style-type: none"> ❖ Maintain administrative process within the department ❖ Practical learning exposure within the organisational wide administration ❖ Management of the operations, governance and strategic partnerships (project management and/or coordination) and stakeholder management ❖ Assist with the day-to-day management of the CEO's office
AD HOC	❖ Any other duties which may be assigned from time to time

INTERNAL AND EXTERNAL CONTACTS	Internal departments: All departments within AgriSETA
MINIMUM QUALIFICATIONS AND EXPERIENCE	N6 Certificate in Business Management/ Management Assistant. No experience required
REQUIRED COMPETENCIES	Advanced competencies in Excel, Word, and Outlook Advanced Administrative skills Accuracy Team player

Employment period: 18 months

An updated CV with a cover letter (excluding certificates) should be forwarded to:
Recruitment@agriseta.co.za

Closing date: Friday 07 October 2022 @ 16h30

Enquiries: Tshepiso@agriseta.co.za

Note: Communication will be restricted to the shortlisted candidates only. Should you not hear from us in 4 weeks after the closing date of this advertisement, consider your application as unsuccessful.

This advertisement has the minimum requirements listed. Management reserves the right to use additional relevant information as criteria for short-listing. AgriSETA is an equal opportunity employer and preference will be afforded to candidates in terms of Employment Equity Plan.



Disabled candidates are encouraged to apply and an indication in this regard will be appreciated