

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

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

**KEY PERFORMANCE AREAS**

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

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

**Employment period: 18 months**

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

**Closing date: Friday 07 October 2022 @ 16h30**

**Enquiries: [Tshepiso@agriseta.co.za](mailto: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