

Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the Region. Enterprise iLembe has formed a strategic partnership with the Department of Trade and Investment Kwazulu-Natal (TIKZN) for the Establishment of the iLembe District InvestSA One Stop Shop Office within the Business Incubator Office which is located at 142 King Shaka Street, Suite 3 & 4, BMA House, KwaDukuza, 4450.

Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applications for the position below:

OFFICE ADMINISTRATOR (12 MONTHS CONTRACT)

Invitation to provide Office Administration assistance for the implementation of the iLembe District One Stop Shop Office

Minimum Criteria

- Gr. 12 Matric Certificate (Compulsory)
- Qualification in Administration or any other related fields.
- Two [2] year functional experience in the Public Sector/Private Sector/Administration Services.
- Must reside within the iLembe District [Mandeni, Ndwedwe, Maphumulo & KwaDukuza] The position is based in KwaDukuza CBD.
- Valid Driver's License

Skills:

The Office Administrator should at least meet the following competencies:

- Ability to communicate effectively and participate in the discussions.
- Sound knowledge and understanding local government is essential.
- Interpersonal Skills
- Excellent Report Writing Skills
- Excellent administrative, organizational, and time-management skills
- Able to maintain a high degree of confidentiality.
- Able to work well in a team.
- Computer Literacy [Ms Word, Ms. Excel, Ms. Outlook, etc]

Key Responsibilities:

The Administrative Assistant will be expected to:

- Liaise with TIKZN InvestSA One Stop Shop and the Enterprise iLembe Project Manager on a daily basis.
- Create a Filing System for InvestSA One Stop Shop Services Provided
- Retrieve information on behalf clients and Senior Management
- Arrange Stakeholders or internal meetings in relation to the One Stop Shop
- Data capturing: Preparation, compilation, sorting and capturing of data.
- Minute taking for the One Stop Shop Stakeholders or internal meetings.
- Assist community members, and stakeholders' inquiry regarding the services and follow up on the resolving of the query.
- Reception Duties: Answering screening, forwarding incoming phone calls, and booking appointments.
- Keep stock of office supplies and place orders of stationery and consumables when necessary.

Enterprise iLembe subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998. Please forward your applications together with a detailed CV and certified copies of your qualifications, and Identity Document for the attention of the Human Resources Officer: Ms. Kerry-Lee Van Der Linde; email kerry@enterpriseilembe.co.za.

The closing date for submissions is **Friday 16 June 2023, at 15h00**. Please note that applications received after the closing date will not be considered. If you do not hear from us within (2) weeks of closing date, please consider your application as unsuccessful.

L Mncube (Mr)
Chief Executive Officer