

Ncome Museum

Admin Assistant (Level 5) Ref: ADM/ASS Ncome Museum

Salary: R172 410.72 per annum

Requirements: Grade 12 certificate or equivalent with Accounting and Maths/Maths Lit as subjects. two years' experience, fluency in English and Zulu, good verbal communication skills ability to deal with people at all levels, interest in purchasing management, knowledge of supply chain management processes, computer literacy and a valid code B driver's licence.

Recommendations: Relevant tertiary qualification with financial accounting or supply chain management as subjects.

Duties: Basic Bookkeeping and financial Management. Petty cash, advances, requisitions and stock control. Preparing required documents (Agenda, etc.) for staff meetings and taking minutes at such meetings. Filing, faxing and answering telephone. Handling parcels and hand delivered letters. Any other duties assigned to incumbent(s) by his/her direct supervisor and which may reasonably be associated with the post.

BENEFITS: Salary, Pension, UIF, Funeral Cover, Medical Aid, Housing subsidy/allowance and 13th cheque.

Enquiries: Mr B Mchunu Tel: (034) 271 8121

All applications should be forwarded to: The Director, Msunduzi & Ncome Museum, Ref. : ADM ASS/NCOME , PO Box 238 , Dundee, 3000 or hand delivered at: Ncome Museum, Ohaleni Area, Ward 15, eNquthu.

Applications must include: A covering letter, detailed CV, names and contact details of three traceable referees, and recently certified copies of ID, driver's licence and all qualifications. Faxed or emailed applications will not be accepted.

Closing date: 30 October 2020 at 16:00

Should you not be contacted within 4 weeks after the closing date, kindly consider your application unsuccessful. The museum is an equal opportunity, affirmative employer. The museum reserves the right not to make appointment.