Western Cape Government

Cultural Affairs and Sport

Advert Summary

EPWP Intern: Admin Clerk: General Support Service x 1(Cape Town)
Recruiter: Department of Cultural Affairs and Sport, Western Cape Government
REF: EPWP 003/2017
Contract Period: From date of assumption of duty until **31 March 2018**

Advert Details
Directorate: Library Services
Offer: Stipend between **R140-00** and **R154-00** per day.

Closing Date: **15 February 2017**
Enquiries: Mr M Mheleni – **021 483 2279**

Minimum requirements:

- Senior Certificate (Grade 12)
- Code 08 driver's licence
- Applicants must be between the ages of 18-35.

Key Performance Areas:
The successful candidate will be responsible for:

- Delivery and driving duties
- Compiling checklists of vehicles upon exiting and entering the building
- Cleaning vehicles
- General administrative duties
- Filing

Competencies/skills:

- Computer Proficiency
- General administration
- Knowledge of filing

Note: Only shortlisted applicants will receive further correspondence. If you have not received a response from the department within two weeks of the closing date, please regard your application as unsuccessful.

Applications should be submitted on duly completed Z83 forms obtainable from any government department or **www.westerncape.gov.za/jobs/** clearly indicating the position being applied for and reference number. Shortlisted candidates will be

required to submit original certified copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests. **Forward your application to Mr M Mhleleni, Western Cape Provincial Library Service, C/O Chiappini & Hospital Street, Cape Town, Room 309, 3rd Floor/ PO Box 2108, Cape Town, 8000. Applications not received on or before the closing date as well as faxed or emailed applications will not be considered.**