



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced persons for filling the following position:

POST:	RECEPTIONIST: FACILITIES MANAGEMENT
SALARY NOTCH:	R 151 884 per annum
SALARY LEVEL	04
CENTRE:	HEAD OFFICE
REFERENCE NO:	REC-FAC MNGT - 06/FEB 2023

REQUIREMENTS: Applicants must have Grade 12. ▪ An exposure in switchboard and reception area will serve as an added advantage.

COMPETENCIES NEEDED: Basic Knowledge of relevant legislation/ policies/ prescripts/ public service code of conduct/ communications and information and procedures; office administration ▪ Coordinating a busy switchboard and reception area; Service Delivery (Batho Pele).

THE CANDIDATES SHOULD DEMONSTRATE EXCELLENT SKILLS IN: ▪ Competent in general secretarial and reception; effective telephonic etiquette; communications skills; basic computer skills such as handling computerized switchboard network and typing various information; diplomatic ability when dealing with difficult customers ▪ Candidates must be self-driven, motivated, results oriented and professional.

KEY PERFORMANCE AREAS: The incumbent will be responsible for the following: ▪ Receive telephonic calls, messages and channel to relevant role players ▪ Welcome, receive and direct clients to relevant units ▪ Liaise with internal and external personnel.

- **All the appointments will be made in accordance with the Employment Equity targets of the department. People with disability are encouraged to apply.**
- **CLOSING DATE: 03 March 2023.**
- **THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL.**

ENQUIRIES:	MS N DLAMINI
TEL NO:	033 264 2605