



**ADMINISTRATOR: COMMUNICATIONS, MARKETING and STAKEHOLDER
ENGAGEMENT – C1 BAND**

Basic Salary: R29 003.73- R34 079.39

REFERENCE CODE: ADM_COMMS

Based at ERWAT Head Office

Purpose of the Job: To provide administrative duties to the Manager and team.

Key Responsibilities: To assist Manager and Specialists with administrative tasks. Meet with Manager on a daily basis to synchronise calendars and arrange or cancel meetings accordingly. Compile various documents by using a computer and Microsoft Office to type reports, presentations according to sound secretarial practice and organisational administrative standards. Develops and maintain a filing system to ensure the efficient storage and access of departmental information according to sound administrative practices. Assist with arrangements and preparations for exhibitions and special events.

Key Knowledge and Skills: Administration of Office.

Minimum Requirements:

- Grade 12 or an Office Administration Certificate or a relevant equivalent NQF level 4 certificate
- 3+ years' experience in administration
- No managerial experience required

Quoting the relevant reference code, please forward your detailed CV, and include copies of all relevant qualifications (foreign qualifications must be SAQA converted, and the certificate must be submitted with the original qualification), ID and proof of residence to response2@multilead.co.za.

An appointment will be made in line with the EE objectives of ERWAT.

Shortlisted Candidates will be required to undergo a competency assessment, qualification, security vetting and criminal record verification. False and/or fraudulent information provided will automatically disqualify the applicant.

Closing date for application: 02 June 2025

CVs received after the closing date will **NOT** be considered. Kindly take note if you have not been contacted within twenty-one (21) days of the closing date; please consider your application unsuccessful.

Kindly note by submitting your application for the vacancy, you acknowledge that ERWAT may process your personal information in terms of the Protection of Personal Information Act no 4 of 2013 ("POPIA").