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Available Vacancies

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Umalusi, the Council for Quality Assurance in General and Further Education and Training is a statutory Quality Council which quality assures education provision in General and Further Education and Training. This body seeks to appoint suitable persons with the relevant qualifications and experience to the following posts. The Council intends to promote representivity through the filling of these posts.

Receptionist (2-year fixed term contract) Unit: Public Relations and

Communications (PR & Comms)

Reference Number

GOCEO/07/03

Requirements

Requirements: NQF Level 4 qualification (SC, NSC NCV) or equivalent ? A diploma in Communications/Office Administration will be an added advantage ? At least one-year relevant experience in a similar environment and good computer skills will be added advantages. ? Communication skills (written and verbal) • Strong computer skills ? Knowledge of principles and practices of basic office management ? Telephone etiquette ? Ability to manage the telephone system ? Experience in working on a switchboard ? Knowledge of education and training environment and NQF Levels.

Duties

Duties ? Answer telephone, screen and transfer calls to the relevant unit/person; ? Take and relay messages ? Provide information to callers ? Resolve telephonic calls where possible ? Deal with queries from the public and stakeholders ? Receive walk-in visitors ? Confirm reason for visit and call relevant employee to accompany person to the venue/office ? Receive mail and parcels, sign for receipt if applicable and forward to Registry (organize with the GA if heavy parcel) ? Liaise with external couriers regarding the collection of parcels destined for external recipients ? Manage the telephone management service/system ? Register new employees on the system and allocate a code and password for each person ? Draw reports for each individual at month-end. Forward reports to the relevant manager/employee to sign IOD in cases where the set minimum amount of calls (cost) is exceeded ? Do the scheduling of meetings for the meeting rooms/board rooms online ? Monitor attendance and cancellations of meetings ? Post schedules of meetings in the kitchen to ensure that the Housekeepers provide beverages, etc. for the meetings ? Ensure that the reception

area is kept clean and tidy ? Liaise with dry cleaners regarding the collection, cleaning and return of table cloths, etc. where applicable.

Notes

Enquiries: HCM at (012) 030 0736 or (012) 030 0856. Interested persons may visit the Umalusi website: www.umalusi.org.za to view the full job advertisement and download the application form. Applications must be forwarded to the following email address: Recruit.RECEPTION@umalusi.org.za Umalusi is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the organisation's Employment Equity Plan to promote its representivity (race, gender and people living with disability). Correspondence will be limited to shortlisted candidates only. Umalusi reserves the right not to appoint. Failure to attach the fully completed Umalusi application form (not Z83) and your CV (excluding supporting documents) will result in your application being disqualified. The closing date for applications is 30 July 2024 at 16h00. Any applications received after closing date will not be considered.

Salary(per annum): R 222,957

Publish Date: 2024-07-16

Closing Date: 2024-07-30