



POST **AGRICULTURE AND OFFICE ADMINISTRATION INTERNSHIP**
STIPEND **PAYABLE ACCORDING TO AGRI-SETA RATES**
CENTER **GAUTENG AND OTHER PROVINCES**

REQUIRMENTS

An N6 Agriculture qualification / Office administration / Supply Chain Management/ Human Resources / Information Technology / and Public Relation.

SKILLS:

- Administrative including co-ordination and planning skills
- Excellent interpersonal skills
- Good verbal and written communication skills
- Computer skills and Problem-solving skills
- Good listening skills

BEHAVIOURAL ATTRIBUTES

- Ability to work independently as well as within a team,
- Ability to work well under pressure and after normal working hours
- Attention to details
- Deadline driven
- Willingness to learn

KEY DUTIES AND RESPONSIBILITIES

- Perform general administrative support to specific projects/programmes.
- Maintain and update administrative systems
- Coordinate logistical arrangements
- Manage the workflow in the Office

Please forward your applications to hr@namc.co.za, closing date: 05 March 2021. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.