

OPERATION VULA FUND ADMINISTRATIVE ASSISTANT X4
1 YEAR – FIXED TERM CONTRACT
SALARY: MARKET RELATED

KZN Growth Fund Agency (KGFA) is a private equity and private debt Fund based in Durban reporting to the KwaZulu Natal Department of Economic Development, Tourism and Environmental Affairs (EDTEA). The Fund seeks to appoint experienced and suitably qualified Administrative Assistants.

The ideal individuals will be responsible for limited administration duties and will be reporting to the Operation Vula Fund (OVF) Team Leader.

Key Performance Areas:

- Populate the grant offer letters and agreement templates with the details of applicants.
- Communicating with the beneficiaries to verify addresses.
- Facilitate relevant signature on letters and agreements
- Handover of letters and agreements to District officials to coordinate the signatures of applicants
- Prepare the disbursement packs as per the KZNGA checklist
- Making of copies of applications that will be submitted with the packs
- Submission of packs to KZNGA for disbursement
- Filing of supporting documents.
- Constant communicating with beneficiaries and Suppliers
- Assist in coordinating the handover
- Provide full administrative support to the project
- Compile reports
- Filing, photocopying, transcribing and faxing

The following minimum requirements must be met to be considered for this position:

- Diploma or Degree in Office Management or equivalent qualification.
- Minimum of 2 years' experience in the office administration
- Sound computer literacy (word, excel and power point)
- Excellent Communication in English and Zulu (written and verbal) skills

KZN GROWTH FUND AGENCY EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT.
Designated group candidates are strongly encouraged to apply.

Correspondence will be limited to short-listed candidates. Late applications will not be considered. Email users are requested to set the delivery option on both "return receipt" and "confirm delivery". If you have not been contacted within 30 days of the closing date of the advertisement, please accept that your application has been unsuccessful.

Interested applicants may forward a detailed CV, certified copies of qualifications and ID document to:

recruitment1@kzngf.co.za

CLOSING DATE: 26 NOVEMBER 2024