The above mentioned position is available in the Operations department at Robben Island Museum. Reporting to the Senior Manager Operations the purpose is to provide administrative and secretarial support to all the functions performed in the department.

**Duties and Responsibilities:**

- Managing Diaries for Senior Manager and relevant managers and monthly, yearly planners
- Coordinating and arrange meetings and workshops;
- Administering and monitoring department’s budget;
- Performing routine office functions;
- Collate reports for the department;
- Monitoring and updating assets and office equipment;
- Assisting in Project;
- Maintaining filing system database.

**Requirements:**

- ND Office Administration or relevant qualifications
- Proficient in MS Word, Excel and Power Point
- Project Management experience
- Code 8 drivers license would be advantageous
- 2years relevant experience in reception and or personal assistance or secretarial or office administration;
- Shorthand and excellent typing skills essential;
- Sound computer literacy, speed and accuracy;
- MS Office: Word, Excel and PowerPoint essential.

RIM is an EE, AA, and reserves the right the right not to make an appointment if suitable candidate are not found.
Forward a detailed CV, accompanied by Certified Copies your ID and Qualification Certificates as well as Contactable Referees, to recruitment@robben-island.org.za by no later than 03 March 2020. Note: If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10 MB.