



Commission for the Promotion and Protection of the  
Rights of Cultural, Religious and Linguistic Communities.

33 Hoofd Street Forum IV, Braampark  
Braamfontein, Johannesburg  
Private Bag X 90 000, Houghton, 2041

Tel. 011 358 9100  
Fax. 011 403 2098  
[www.crlcommission.org.za](http://www.crlcommission.org.za)

---

**Post:** General Assistant (1 post)  
**Reference number:** CRL/2018/SS1  
**Branch:** Support Services  
**Salary scale:** R127 851.00 per annum  
**Centre:** Braampark, Braamfontein Johannesburg

**Requirements:** Grade 10, Code EB (8) drivers licence, PDP with minimum 2 years functional experience in a similar position. Good verbal and written communication skills; Computer skills; Good interpersonal skills; Good organizational skills; Good record and time management skills; Motor vehicles' driving skills; Routine maintenance skills. Knowledge to perform basic services such as replacement of a flat tyre, building maintenance and fixing broken items. Ability to work independently and beyond office hours.

**Duties:** Assist with movement of office furniture. Perform routine maintenance and report on defects timely. Assist with repairs of broken items e.g. replacement of lights, fixing of broken drawers etc. Transport CRL staff and Commissioners during events and meetings. Exercise caution and safe driving skills at all times. Complete all the required trip authority forms and log books with regard to vehicle usage. Keep safe all receipts related to the usage of the vehicle, i.e. petrol, oil and tollgate slips. Ensure that vehicles are road worthy and have fuel at all times. Monitor and ensure vehicle service with the registered dealer. Report vehicle defects and damages to the supervisor in accordance with CRL vehicle policy. Facilitate annual renewal of CRL post box before expiry. Collection of official mails from the post office weekly. Collect and deliver official documents and related items in the Commission. Record keeping of all deliveries and collections. Ensure confidentiality of all documents and parcels. Perform basic administration functions

**Notes:** A written application with relevant reference number, and a comprehensive CV including at least two contactable references, certified copies of qualifications and ID not exceeding three month must be forwarded to: Corporate Services, CRL Rights Commission, Private Bag X90000, Houghton 2041, or hand delivered to No. 33 Hoofd Street, Forum IV, Braampark, Braamfontein, Johannesburg. If not contacted within 2 weeks of the closing date, please accept that your application was unsuccessful. Late application and applications that do not comply with the requirements will not be considered.

**Enquiries:** Mr. B. Motjopye  
Telephone number 011 358 9100

**Closing date:** 06 April 2018