

JOB ADVERT:

Applications are invited from suitably qualified candidates for the following position.

PERMANENT POST: Office Administrator: Investigation and Conflict Resolution Department

SALARY PER ANNUM: R 171 537.00 (excluding benefits)

REFERENCE: CRL/2024/8

CENTRE: Head Office, Braamfontein, Johannesburg

PURPOSE: To provide Administrative, Logistical and Communication support to the Investigation and Conflict Resolution Department.

MINIMUM REQUIREMENTS: A National Senior Certificate or equivalent (NQF4) qualification. A National Diploma/ or higher qualification (NQF6/7) in legal assistance/paralegal will be an added advantage. A minimum of 2 years' functional working experience in Legal Administrative Support. A minimum of 2 or more years' experience working in a Chapter 9 Institution will be an added advantage. Good verbal and written communication skills. Computer skills. Good interpersonal relations skills. Teamwork. Flexibility.

Duties: Provision of logistical and administrative support services; Provide legal support services and compliance in the unit. Registration of complaints; and other related legal administration services.

CLOSING DATE: 3 MAY 2024

ENQUIRIES: Human Resources

TEL: 011 358 9112/9108

Forward a written application, including a comprehensive CV, recently certified copies of your ID and qualifications and a driver's licence where applicable via email to recruitment@crlcommission.org.za, or hand delivered to The CRL Rights Commission Offices, 33 Hoofd Street, Forum IV, Braampark, Braamfontein. Applicants in possession of foreign qualifications must include the evaluation certificate from South African Qualification Authority (SAQA). Please note that failure to comply with the above instructions will render the application unsuccessful. The Commission reserves the right not to fill this position.