

**Position: Administrative officer**

Reporting to the senior administrator and the national operations manager, the administrative officer will be responsible for the day-to-day administration and efficient and effective operation of Star Schools' various programmes.

The administrative officer will be required to assist with the following at Star Schools:

- Matric Rewrite
- Amended Senior Certificate
- Adult Education and Training
- Incubator
- Saturday School
- Revision
- Winter School

The ideal candidate will have a matric certificate or higher tertiary qualification with at least three years' experience in office administration. Experience in the education sector, and a solid understanding of educational concepts will be advantageous.

Required role skills:

- Understanding of different cultural environments;
- Excellent writing ability;
- Verbal and listening skills;
- Computer literacy and proficiency in related software applications: MS Word, MS PowerPoint and MS Excel;
- Ability to work quickly and accurately;
- Excellent time management skills.

Personal Attributes:

- Honest and trustworthy;
- Respectful;
- Possess cultural awareness and sensitivity;
- Flexible;
- Possess a sound work ethic.

The successful applicant will be based at Star Schools' head office, 167 Smit St, Braamfontein, Johannesburg, Gauteng and will be expected to work on Saturdays.

Please send your CV together with a covering email describing your experience and suitability for this important role within the organisation to Thelma Arrikum ([thelma.arikum@starschools.co.za](mailto:thelma.arikum@starschools.co.za)). The closing date for applications is 28 February 2019.

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