

Iziko Museums of South Africa are African museums of excellence that empower and inspire all people to celebrate and respect our diverse heritage

We are seeking to appoint motivated employees in the following positions:

CUSTOMER SERVICES DEPARTMENT

1.ADMINISTRATIVE ASSISTANT - INDEFINITE APPOINTMENT

Basic Salary: R 276 963.49 per annum, plus benefits

Job Grade: 12

Requirements: Grade 12 (Matric). • A certificate in administration, office Management, business management, or a related field • At least two (2) years' experience in an administrative or secretarial support role within a customer-focused, public sector or institutional environment • Experience in providing administrative support to senior management • Experience in report preparation, minute taking and records management • Experience in office administration, including diary management, meeting coordination, filing systems and document control • Experience in preparing presentations, correspondence and official documentation • Experience in managing petty cash, office supplies and stock control (where applicable). • **Ideal:** A diploma in administration, office/business management or a related field with at least three (3) years' experience in a similar administrative environment at government or large institutional level. • Valid Code EB Driver's licence (advantageous) • Experience in assisting with budget administration or financial record-keeping will be an advantage.

Key Responsibilities include: General Administrative and Secretarial Support • Communication, Coordination and Information Management • Financial Administration and Procurement Support • Records and Document Management • Health, Safety and Compliance Support

Competencies Required: Aligning Performance for Success • Strategic Thinking Skills • Decision Making • Innovation • Business Acumen • Ownership • Teamwork • Planning & Organising • Building Partnerships • Facilitating Change • Gaining Commitment • Communication • Risk Tolerance • Visitor/Stakeholder Focus • Delegation • Stress Tolerance • Adaptability • Integrity • Technical and /or Professional Knowledge and skills.

APPLICATIONS

A Cover letter of application including a detailed CV with at least two contactable referees and **certified** copies of identity document and certificates must be e-mailed to the Human Resources Department. **Clearly quoting the position in the subject line to**

recruitment@iziko.org.za . Applications received after the closing of **11 September 2026 at 4pm** will not be considered. Enquiries to be directed to HR Department (021) 481 3985.

Kindly note, Iziko will correspond only with short-listed candidates and will do so within two months of the closing date.

Iziko is an equal opportunity employer and is committed to developing a diverse workforce. Preference will be given to candidates who promote representivity within Iziko in terms of the Employment Equity Act.

Iziko reserves the right not to fill the advertised positions.