

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:

OFFICE OF THE CEO

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 three years (3) relevant experience as an administrative assistant, or a related portfolio • Experience in providing administrative support to senior management • Experience in report preparation, minute taking and records management • Experience in preparing presentations, correspondence and official documentation • Experience in office administration, including diary management, meeting coordination, filing systems and document control • **Ideal:** A diploma in administration, office/business management or a related field with at least five (5) years' experience in a similar administrative environment at government or large institutional level • Secretarial or Administrative Diploma, relevant experience as a secretary/ Administrative/ Office assistant • Valid Code EB Driver's licence (advantageous) • Experience in managing petty cash, office supplies and stock control (where applicable) • Experience in assisting with budget administration or financial record-keeping will be an advantage • Administrative experience in Fundraising and Budgeting will be an advantage • Driver's license preferable

Key Responsibilities include: Administrative and Support services including minutes taking • Communication, Coordination and Information Management • Financial Administration and Procurement Support • Records and Document Management • Health, Safety and Compliance Support

Competencies Required: Advanced proficiency in Microsoft Office 365 applications, including Word, Excel, PowerPoint, Outlook and Microsoft Teams • Sound knowledge of office administration systems and procedures • Strong organisational and time management skills, with the ability to manage multiple priorities • Excellent attention to detail and a high level of accuracy • Business Acumen • Good planning and coordination skills • Ability to work independently and as part of a team • Basic project coordination skills will be an advantage

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.