



*St Stithians College is a proudly South African school, embracing diversity and offering a distinctive educational experience. Founded as a Methodist Church School, our Christian spirituality is central to our identity. Our College consists of primary and secondary boys' and girls' schools, together with a co-educational junior primary school. We are an independent, non-profit institution located on an expansive green campus in Sandton, Johannesburg. In addition, St Stithians incorporates Kamoka Bush School near Modimolle, and the Thandulwazi Maths & Science Academy on our Campus. As a College, we are intent on Inspiring Excellence and Making a World of Difference.*

## Part-Time Administrator for Teacher Development Programme 2020



*Applications are invited from qualified and experienced individuals who believe they have the required skills and competencies to take on this exciting part-time position in the Thandulwazi Teacher Development Programme from 22 February 2020.*

### Duties will include, but are not limited to:

- Data Entry
- To capture information from hard copies to an electronic system, and to ensure that the information captured is accurate and in good standard

### The requirements of the position:

- Matric with at least one year administration experience
- Strong Computer literacy
- A good working knowledge of Ms Word, Ms Excel and basic computer network systems
- Effective written communications skills
- Good spelling and grammar skills
- Proficient typing and excellent proofreading skills
- Strong attention to detail
- Ability to work under pressure and under stressful conditions
- Ability to manage relationships within the working environment
- A team player who can work with others as well as independently to attain both individual and team objectives
- Excellent time management skills
- Ability to maintain strict confidentiality

**Please forward a letter of motivation together with your ID/work permit and curriculum vitae including names and telephone numbers of at least two referees.**

**Please address your application to: Thandulwazi Programmes Coordinator, St Stithians College on email [erufu@stithian.com](mailto:erufu@stithian.com) before the closing date of 07 February 2020.**

***St Stithians College is an Equal Opportunity Employer***

Peter Place | Lyme Park | Sandton | 2191 Private Bag 2 | Randburg | 2125 | South Africa [www.stithian.com](http://www.stithian.com)

*The College reserves the right not to proceed with this post. Applications are invited from South African citizens. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applications automatically disqualifying themselves from consideration.*

***Only shortlisted candidates will be contacted***