

## OFFICE ASSISTANT ADVERTISEMENT

<b>JOB TITLE</b>	Junior office assistant
<b>LOCATION</b>	Polokwane
<b>EMPLOYMENT TYPE</b>	12-months performance-based contract.
<b>OVERVIEW OF THE AUTHORITY</b>	Limpopo Heritage Resource Authority (LIHRA) is a statutory body that serves under the Department of Sport Arts and Culture. LIHRA is established in terms of the National Heritage Act No 25 of 1999 as a Provincial Heritage Resources Authorities under the supervision of the South African Heritage Resources Agency (SAHRA). The primary mandate of LIHRA is to advise the MEC of Sport Arts and Culture on the implementation of the Act.
<b>PURPOSE OF THE POSITION</b>	<p>Looking for a candidate who would provide reception and administrative support to the offices of the Executives (Chairperson, Secretary, and Treasurer) and not excluding the entire members of the boards.</p> <ul style="list-style-type: none"> <li>• Looking for someone with self-confidence, willing to assist. whilst being presented as the first face and point of contact for visitors.</li> <li>• Taking messages and ensuring that the messages are handed to the respective board members.</li> <li>• Receive and sort mail/deliveries/, update appointments, and schedule meetings.</li> <li>• Perform other clerical receptionist duties such as filing, collating, and faxing.</li> <li>• Good practical experience with office management software like MS Office suite</li> <li>• Conversant with the various online modes of communication.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• National Qualification Framework (NQF) level 6 OR 7,</li> <li>• National Diploma or Degree in one of the following: Administration, Human Resources, Communication, and Marketing OR</li> <li>• Degree in one of the following; Indigenous Knowledge Systems, Museum, Heritage, Anthropology, Archaeology.</li> </ul>
<b>SALARY</b>	The salary package is R96 000 per annum and there is no thirteenth cheque.
<b>APPLICATION FORMAT</b>	<ul style="list-style-type: none"> <li>• Applicant should write a cover letter mentioning the job title applying for and attach it to CV and certified copies of qualification. Applicants must write the job title in the email when applying.</li> <li>• Failure to hear from us within a month after the closing date consider your application unsuccessful.</li> </ul>
<b>CLOSING DATE</b>	<b>31 March 2026 at 16H30</b>
<b>SUBMISSION AND ENQUIRIES:</b>	<p><a href="mailto:JenaM@sac.limpopo.gov.za">JenaM@sac.limpopo.gov.za</a>  015 284 4047/065 530 8520  Department of Sport, Arts and Culture  Olympic Towers  Office 3 - 45  21 Biccard Street  Polokwane</p>