

**Lejwe le Putswa Development Agency invites candidates  
internally to apply for the following position the closing date 10  
March 2016.**

**POSITION: ADMINISTRATION OFFICER**

**Requirements:**

- Matric
- Computer Literacy
- 1-5 working experience

**Key Performance Areas:**

- Compile payment voucher
- Filing
- Back-up receptionist
- Compilation of Audit committee and Board packs
- Operation of switch-board
- Typing of documents
- Correspondence of office mail
- Carry out any other reasonable duties within the overall function of the job.

**Application can be delivered or e-mailed to [lda@telkomsa.net](mailto:lda@telkomsa.net) for the  
attention of the CEO Mrs Phumzile Nhlapo.**

**Closing Date: 10 March 2016**

**Enquires: Mme. Sibongile Makhubu@ 057 352 5970/3361**

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**Phumzile Nhlapo  
Chief Executive Officer**