



Directing potential since 1863

**This position
will become available
From Term 3 2018 or earlier**

Sports Administrative Assistant (Half-day position)

The incumbent must be a dedicated, hardworking and self-assured individual who is also expected to have the following competency profile:-

- Must be able to work under pressure and deliver accurate outputs
- A high sense of responsibility and be deadline driven
- Strong administrative skills
- Proficiency in MS Office Suite

Duties will include:-

- Weekly fixture co-ordination
- Internal communication
- Result drafting and collating
- Communicating with peer and local schools
- Administration of coach files and monthly payments
- Scheduling and rostering

Suitably qualified applicants are invited to submit their CV, proof of qualifications and the names of two references to:-

The HR Manager, Maritzburg College
PO Box 398, Pietermaritzburg, 3200

Email: hr@mcollege.co.za
Closing date for all applications: 15 June 2018

Should you not have heard from us by 22 June 2018, please assume that your application has been unsuccessful and no further correspondence will be entered into.

Prospective employees are obliged to confirm (on an affidavit that they have never been convicted of a sexual offence as well as provide a police clearance certificate.

Maritzburg College reserves the right not to make an appointment.
An application in itself does not entitle the applicant to an interview.

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www.maritzburgcollege.co.za