



## **BUSINESS ADMINISTRATION NQF 4 LEARNERSHIP FOR PERSONS WITH DISABILITIES (12 MONTHS)**

Skills Development Unit in partnership with Bidfreight Port Operations (PTY) Limited and Ensimbini Terminals through the EThekweni Maritime Cluster, are embarking on a Learnership opportunity for persons with disabilities.

The above developmental opportunity exists in Bidfreight Port Operations/Ensimbini Terminals. This ad seeks to engage South African candidates who have disabilities and have an interest in working in a maritime environment.

**Essential Requirements for the Programme:** Grade 12, good English command, SA identity document, be between ages of 18-25 years. The candidate must be available to undertake training on full time basis. Currently unemployed and not studying, and have never benefited in similar programme(s). Must reside within the eThekweni Municipal Area.

**Preferred:** Basic Computer knowledge would be an advantage.

**The Duties of the Learner will include:** Training in admin duties such as data capturing, booking systems, utilize technology to produce information, plan and conduct basic research in an office environment, coordinate meetings, monitor events and travel arrangements, receiving and dispatching in the warehouse, telephone queries are amongst some of the duties.

***“Work sample and/or psychometric tests may be undertaken as part of selection process”***

Priory will be given to applicants who are underrepresented in terms of race, gender and disability within the occupational level of the respective advertised learning programme opportunity.

Applicants who have not been contacted/notified within three (3) months from the closing date of this advert should consider themselves unsuccessful. Incomplete applications will not be considered.

**Applications must reach** Skills Development Unit, 11th Floor, Shell House Building, 221 Anton Lembede Street, Durban 4001 (031 3113450/3183) not later than Friday ,2014-11-28 at 12.00 (Midday).

