

## WILDTRUST - Y.E.S. PROGRAMME VACANCIES

The **WILDTRUST** is participating in the Youth Employment Services (YES) programme aimed at reducing Youth unemployment levels. The YES programme provides a **one-year** work-based job training experience aimed at affording unemployed youth practical and meaningful work opportunities.

The **WILDTRUST** invites applications from unemployed youth, graduates and scholars who are between the ages of 18 and 27 years to apply for the following vacancies.

### HR ASSISTANTS AND DATA CAPTURERS

Preference will be given to previously disadvantaged individuals. Late applications will be disregarded. The **WILDTRUST** reserves the right to vary the requirements and not to fill these posts. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 2 weeks after the closing date, please consider your application as unsuccessful.

Number of Available post's and Vacancy title:	6 X HR Assistants and Data Capturers
Posts based at:	Hilton (KZN) – must have own transport
Salary and Contract Duration	R3 500.00 per month – 12 month contract
Requirements:	Between 18 and 27 years of age SARS income tax number and valid email address Currently unemployed
Minimum Qualifications Required:	Matric. Any relevant post-matric qualifications and volunteer or other work experience will be advantageous.
Key Performance Area's	Computer literacy with good English and written skills  Accurate and timeous data capturing  Compile and update employee records  Assist with monthly payroll reconciliations  Maintaining an efficient filing system  General assistance to the HR team
Send a 3-page Curriculum Vitae (CV) with a motivation letter to:	<a href="mailto:nobuhleg@wildtrust.co.za">nobuhleg@wildtrust.co.za</a>  P O Box 1138, Hilton, 3245
Closing date for applications:	08 <sup>th</sup> February 2019