

WILDTRUST - Y.E.S. PROGRAMME VACANCIES

The WILDTRUST is participating in the Youth Employment Services (YES) programme funded by NEDBANK and is 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.

If you were employed previously on a YES programme you will not be considered for this vacancy. 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 ASSISTANT AND DATA CAPTURE

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 3 weeks after the closing date, please consider your application as unsuccessful.

Number of Available post's and Vacancy title:	3 X HR Assistant and Data Capture
Posts based at:	Pietermaritzburg (KZN) – must have own transport
Salary and Contract Duration	R4 781 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:	GugulethuM@wildtrust.co.za P O Box 21450, Mayors Walk, 3208
Closing date for applications:	01 March 2024