



Commission for the Promotion and Protection of the
Rights of Cultural, Religious and Linguistic Communities.

33 Hoofd Street Forum IV, Braampark
Braamfontein, Johannesburg
Private Bag X 90 000, Houghton, 2041

Tel. 011 358 9100
Fax. 011 403 2098
www.crlcommission.org.za

Post: Receptionist (1 post)
Reference number: CRL/2018/SS2
Branch: Support Services
Salary scale: R10 232.87.00 per months (TCTC)
Centre: Braampark, Braamfontein Johannesburg
Duration: 4 Months

Requirements: Grade 12 plus computer certificate (Ms package) with minimum 2 years functional experience in a similar position. Skills which include customer management, interpersonal relation, telephone etiquette, problem solving, good verbal and written communication, good record and time management; ability to work independently and under pressure.

Duties: Manage and monitor the reception area of the CRL Rights Commission; Welcoming visitors and official guests of the Commission; Direct incoming telephone calls and record all messages; Receive, record, sort and dispatch incoming facsimile to the relevant parties; Assist with other administrative and logistical functions when necessary.

Notes: A written application with relevant reference number, and a comprehensive CV including at least two contactable references, certified copies of qualifications and ID not exceeding three month must be forwarded to: Corporate Services, CRL Rights Commission, Private Bag X90000, Houghton 2041, or hand delivered to No. 33 Hoofd Street, Forum IV, Braampark, Braamfontein, Johannesburg. If not contacted within 2 weeks of the closing date, please accept that your application was unsuccessful. Late application and applications that do not comply with the requirements will not be considered.

Enquiries: Mr. B. Motjopye
Telephone number 011 358 9100

Closing date: 11 January 2019