

# Senior Clerk vacancy at Eskom South Africa

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Deadline: 09 January 2025

Location: Western Cape, South Africa

## Senior Clerk vacancy at Eskom South Africa

Eskom South Africa is recruiting and accepting applications for Senior Clerk vacancy.

### Minimum Requirements

- NCV4/ NSC3/ Grade 12/ Administration Diploma/Certificate at NQF 4 with 120 Credits

Related Minimum Experience:

- 2 years Administrative experience

### Skills and Competencies

Leadership:

- Team player
- Motivating Teams
- Coaching
- Mentoring
- Developing

Behavioral:

- Politeness
- Promptness
- Energetic
- Self-Starter
- Assertive
- Telephone etiquette

Knowledge:

- Knowledge of Eskom's policies and procedures

Skill:

- Administrative Skills
- Communication Skills
- Sound Interpersonal Skills
- Negotiation Skills
- Liaising Skills

### **Key Responsibilities**

- General Office Administration
- Administrative support to the section
- Support Services
- Advisory and Reporting service

### **How to apply**

To apply, [visit Eskom careers portal](#).

If you have not been contacted within 28 days after the closing date of this advertisement, please accept that your application was unsuccessful.

Eskom is committed to equality, employment equity, and diversity. In accordance with the employment equity plan of Eskom and its employment equity goals and targets, preference may be given, but is not limited, to candidates from under-represented designated groups. Eskom reserves the right not to make an appointment to the posts as advertised. Candidates with disabilities are encouraged to apply for positions.

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