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Internal Advert

The Film and Publication Board has a vacancy for the following post:

Administrative Assistant: SCM (Fixed Term Contract - 6 months)

Remuneration Package: R21 313.38 CTC - Per month

The Administrative Assistant: SCM will be responsible to ensure administrative efficiency in the Supply Chain Unit.

Requirements:

- Applicable Degree/Diploma in any SCM related Qualification
- 1-2 years' work experience in public sector SCM
- Proficiency on MS Office (MS Word, MS Excel, MS Powerpoint) and Sage Pastel.
- An understanding of FPB and procurement processes within the Public Sector.

Further details for this post can be obtained from the FPB website at www.fpb.org.za

Persons interested in applying for the above position are requested to download the Application Form from the FPB website www.fpb.org.za and submit a completed Application Form, comprehensive CV, and certified copies of qualifications and ID to Thapelo Madutung at recruitment@fpb.org.za. Please enter the position applied for in the email subject line.

The closing date for applications is 6 January 2017.
Posted 14122016

Andre Michaux
Manager: Human Resources