

# Central Applications Office Project Assistant

Hillcrest Advice Bureau and Bursary Fund



Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	Matric with minimum L3 in Maths or L4 Maths Lit, English and at least 2 other subjects	<ul style="list-style-type: none"> <li>Tertiary qualification</li> </ul>	Application
<b>Skills</b>	<ul style="list-style-type: none"> <li>Negotiation and planning (for scheduling workshops with Schools and volunteers)</li> <li>Meticulous checking of arrangements including materials</li> <li>Excellent written communication including WhatsApp, emails, reports</li> <li>Computer literate and competency in use of Microsoft Excel and Word</li> <li>Excellent verbal communication</li> <li>Public Speaking or teaching</li> <li>Record keeping</li> <li>Research and fact-checking</li> <li>Fluency in English</li> </ul>	<ul style="list-style-type: none"> <li>Fluency in isiZulu</li> <li>Cloud based filing systems</li> </ul>	Application, Interview and references
<b>Experience</b>	<ul style="list-style-type: none"> <li>Relevant admin or organisational experience (employed or voluntary)</li> </ul>	<ul style="list-style-type: none"> <li>Working with High School Learners</li> <li>Experience of the underprivileged community</li> <li>Experience within the NPO sector</li> </ul>	Application, Interview and references
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>Value alignment with those of HABandBF:</li> </ul>		Interview & References

Person specification

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	<p>kindness, empathy, a belief in a hand up not a hand out to break the cycle of poverty</p> <ul style="list-style-type: none"><li>• Ability to work professionally with volunteers</li><li>• Trustworthiness</li><li>• Attention to detail</li><li>• Resilience and persistence</li><li>• Punctuality</li><li>• Flexibility and adaptability with working hours, including last minute schedule changes is absolutely essential</li></ul>		
<b>Availability</b>	<ul style="list-style-type: none"><li>• On average 40 hours per month</li></ul>		Interview

For more people management tools visit [RotaCloud](#)