



Consider this career challenge at Casidra, Regional Office – George

Casidra SOC Ltd is a Provincial Government Business Enterprise of the Western Cape, registered as a Schedule 3D company. Our mission is to advance agricultural and economic growth through exceptional project management and strategic programme implementation, in line with our vision to cultivate sustainable and thriving agricultural communities. With a proven track record of unqualified financial audit reports, we are a testament to excellence in management and our unwavering commitment to good governance.

FRONTLINE ASSISTANT (EVALUATE 5 / 1-YEAR CONTRACT)

Casidra seeks to recruit a Frontline Assistant who is proficient and skilled in providing administrative support.

The successful candidate will report to the Senior Project Manager: Regional Office and will be based at Casidra's Regional Office in George.

KEY PERFORMANCE AREAS INCLUDE, BUT ARE NOT LIMITED TO:

- ✦ Receive and direct visitors at the reception area
- ✦ Coordinate incoming phone calls and emails
- ✦ Assist with management of office assets
- ✦ Ensure cleanliness of office
- ✦ Assist with arrangements of office events
- ✦ Provide general administrative support
- ✦ Manage incoming and outgoing correspondence and documentation
- ✦ Maintain proper document control, filing and record keeping
- ✦ Assist with scheduling meetings and coordinating appointments
- ✦ Minute-taking for meetings
- ✦ Support internal document flow and workflow coordination
- ✦ Perform general office administration and clerical duties
- ✦ Ensure reception and administrative areas are organised and professional

JOB REQUIREMENTS:

- ✦ Matric
- ✦ A Certificate or Diploma in Office Administration, Management Assistant or a relevant tertiary qualification
- ✦ At least 1-year experience in an administration environment
- ✦ Proficiency in MS Office
- ✦ A valid driver's licence would be an advantage

Skills: Strong interpersonal skills, problem solving skills, effective verbal and listening communications skills, computer skills and relationship-building skills.

Attitude: Honest and trustworthy, possess cultural awareness and sensitivity, be flexible, demonstrate sound work ethics and have urgency to meet targets

Salary: **R 228 321.00** (TCOE) per annum - The total cost of the remuneration package will be determined based on the candidate's qualifications and experience

Contract duration: 1-Year Fixed-term contract

Suitably qualified applicants must submit a CV, certified copies of relevant qualification(s) and a certified copy of their ID to the Human Capital Department via e-mail: cv@casidra.co.za.

The closing date for applications is **17 June 2026 @12h00**. Only shortlisted candidates will be contacted.

Casidra is a public entity committed to achieving employment equity and disability targets