

# **Administrative Learnerships:** **Must Have Grade 12**

**Sasol is offering a Fixed Term Contract (Learnership) for 12 months. This programme is comprised of a theoretical element, aligned to a NQF Learnership, and practical work experience**

Sasol Administrative Learnership

The 12 month programme will offer a theoretical element aligned to a NQF Learnership programme and practical on-site work experience to improve the skills and workplace performance of entry-level learners. It provides foundational skills in literacy, numeracy, communication, computer and basic business principles.

It is suitable for Grade 12 qualified persons to develop essential professional skills. During the practical component Learners will provide administrative support to improve the effectiveness of managers and the departments in general as work readiness preparation.

The theoretical component will cover: Entrepreneurship, Business Operations, Customer Service, Business Accounting, Maths Literacy, Communication skills and Computer Skills.

## **Core Elements:**

- Participate in Learnership programme and successfully complete assessment process;
- Participate in all required work-place readiness activities and exercises

## **Requirements:**

- Matric/ Grade 12

## How To Apply:

NOTE: In line with Sasol's commitment to Employment Equity, preference will be given to suitable candidates from designated groups. Sasol's commitment to diversity and inclusion, we actively encourage and welcome persons with disabilities to apply. Should you not receive any response from Sasol within 30 days after the closing date of this advertisement, please consider your application unsuccessful.

**Closing date 26th February 2018**

Apply online [HERE](#) before the closing date