**CALL FOR APPLICATIONS:**
**RECEPTIONISTS x 2 FOR O.R. TAMBO SPECIAL ECONOMIC ZONE(SEZ)**
**GAUTENG GROWTH AND DEVELOPMENT AGENCY (GGDA)**

**PERMANENT WITH THREE MONTHS' PROBATION, PATERSON GRADE B3**
**SALARY R160 510.00 TOTAL COST OF EMPLOYMENT PER ANNUM**

The Gauteng Growth and Development Agency (GGDA) is the implementation arm of the Department of Economic Development. The GGDA has the mandate to lead, facilitate and manage sustainable job creation and inclusive economic growth and development in the Gauteng City Region through:

- Enabling economic development that is focused on creating sustainable jobs by facilitating delivery of key national and provincial programmes of action.
- Strategically positioning the province into a globally competitive city region.
- Facilitating partnerships and creating linkages across the province to maximize service delivery outcomes.
- Supporting the development of Key Sectors of the economy in line with the economic development and industrial strategies of the province by carrying out:

    - Business enablement
    - Establishment of capital projects
    - Land development
    - Trade and investment promotion

**The primary purpose for this position is to perform clerical tasks within an office setting to support daily operations and to be the first point of contact for visitors, clients, and employees, contributing to the overall positive and professional image of the organization.**

**The successful incumbent will be reporting to: Manager: Facilities and will be expected to execute the following tasks:**

**Front Desk Management**

- Greeting and welcome visitors, clients, and employees in a friendly and professional manner.
- Answer direct phone calls, send messages or provide information as necessary.
- Act as a liaison between executives and internal/external stakeholders, ensuring effective communication.
- Support in the overseeing of day-to-day office operations, ensuring a well-maintained and organized work environment.

**Visitor Assistance**

- Assist visitors with inquiries, provide information about GGDA, and direct them to the appropriate personnel or department.
- Manage visitor sign-in and security procedures.
- Maintain a neat and organized reception area.

**Stakeholder Relationship Management**

- Respond to inquiries and provide information to internal and external stakeholders.
- Liaise with various departments to coordinate visitor access and provide support as needed.
- Maintain external relationships with service providers and suppliers, stakeholders, shareholders and relevant provincial and national departments.

**Administrative Support**

- Assist in scheduling and coordinating meetings, including booking conference rooms and arranging for necessary amenities.
- Prepare meeting rooms and ensure they are well-equipped
- Provide general administrative support, including handling mail, managing courier services, and coordinating appointments.
- Liaise with various departments to coordinate visitor access and provide support as needed.
- Communicate effectively with internal teams to relay important information.

**MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS**

**QUALIFICATIONS:** Higher Certificate or NQF Level 5 qualification in business administration, communications, or a related field.
**EXPERIENCE:** 2 years' experience in high-level administration.

**Applications should be submitted online: https://bit.ly/GGDAGroupRecruitment**
**Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copies of identity documentation.**

Preference will be given to people with disabilities, women and previously disadvantaged individuals to promote Employment Equity within the group

Only shortlisted candidates will be contacted. If you have not heard from us within three months of the closing date, please regard your application as having been unsuccessful.

*Only queries* can be forward to – **recruitment@ggda.co.za**

The closing date for applications is **06 November 2026.**

"The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as pe POPIA"