

THE OVERBERG COMMUNITY TRUST



Chairperson
Rev. P. Edwards
CALEDON 7230

Secretary
Mr. C. Balie
CALEDON 7230

Treasurer
Mr. P. Valentine
NAPIER 7270

Advert: Overberg Community Trust Administrative Clerk (Intern)

We are looking for a friendly and organized Trust Administrative Clerk to support the day-to-day running of our community trust.

Key duties include amongst others:

- Managing records, files and correspondence
- Assisting with meetings, reports and events
- Supporting basic financial administration
- Liaising with community members and stakeholders
- General office administration

Key Competencies

- Integrity and professionalism
- Strong interpersonal skills
- Problem-solving ability
- Accountability and reliability
- Commitment to community development and service

Requirements:

- Matric plus office administration qualification
- Good communication and organizational skills
- Basic computer skills (MS Office)
- A positive attitude and commitment to community service
- Person needs to have sober habits and work on Saturdays when required.

If you are passionate about making a difference, we encourage you to apply!

Send your CV to: The General Secretary, connellbalie40@gmail.com

Closing Date: 10 September 2026

Stipend: R6000 per month

(No hand deliveries)

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