

Transport Education Training Authority internships Requirements:-  
M+3 qualification in Office Management or relevant qualifications;  
Minimum of 3 years' experience in office administration;  
Experience in the public service and/or skills development sector;  
Overtime and travel  
Telephone and organizational skills;  
Planning and organizing skills;  
Excellent communication (verbally and written) and facilitation skills;  
Presentation, communication and writing skills.