

THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 05 JUNE 2026

CLOSING DATE: 19 JUNE 2026

JOB TITLE: 1X FILING AND ADMIN INTERNSHIP (12 MONTHS CONTRACT)

REGION: EASTERN CAPE REGIONAL OFFICE (EAST LONDON)

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Eastern Cape Regional Office (East London)

Objective of the Position

To support the office with Filing, Scanning of documentation, Electronic Filing and Sorting of documentation for filing

Key Performance Indicators

- Sort all filing.
- Scan documentation for electronic.
- Filing.
- File all electronic documentation.
- Sort documentation for filing or destruction.

Qualifications/ Key Competencies and Skills

- N4 - N6 Qualification/ National Diploma or Degree in Office Administration/ Management.
- Work independently and manage work pressure well.
- High attention to detail.
- Diligent and hard working.
- Honesty and integrity.
- Excellent Filing skills.
- Good interpersonal skills.
- Strong planning and organizing skills.
- Good oral and written communications skills.

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za. Please also visit our website at www.themvulatrust.org.za for more information.

PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS

N.B Interested candidates must avail themselves at any date, venue and time as determined by The Mvula Trust.

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.