

YOUTH EMPLOYMENT SERVICES (YES) OPPORTUNITIES	
Background:	Wits Health Consortium is hosting a Yes4Youth programme for 2025/2026. The programme aims to transform the lives of unemployed youth by enabling them to access new employment opportunities, income generation, skills development and personal development.
Available positions:	Banking Administrator (x 1) Compliance Administrator (x 2) Fleet Administrator (x 1) Grant Administrator (x 8) HR Administrator (x 2) Finance Administrator (x 7) Maintenance Assistant (x 1) Office Assistant (x 2) Payroll Clerk (x 1) Procurement/IT Administrator (x 1)
Type:	Fixed Term <input checked="" type="checkbox"/> 12 months
Location:	Gauteng
Closing date:	6 November 2025
Submit detailed CV to:	vacancies35@witshealth.co.za
Advert reference number:	<div> YES001 - Banking Administrator YES002 - Compliance Administrator YES003 - Fleet Administrator YES004 - Grant Administrator YES005 - Payroll Clerk YES006 - Procurement/IT Administrator </div> <div> YES007 - HR Administrator YES008 - Finance Administrator YES009 - Maintenance Assistant YES010 - Office Assistant </div>
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto	

Minimum requirements

- Applicants must be Black South Africans, as defined by the Broad-Based Black Economic Empowerment (B-BBEE) Act. This includes individuals who are African, Coloured, or Indian and hold South African citizenship.
- Between 18 and 29 years old.
- Must be currently unemployed.
- Must not have participated in a YES Programme before with another organisation.
- Candidates should demonstrate a positive attitude, willingness to learn, and commitment to the programme.

Desirable education

Job Title	Qualification
HR Administrator	Diploma or Degree in Human Resource Management
Finance Administrator	Diploma or Degree in Finance Management
Office Assistant	Grade 12
Maintenance Assistant	Grade 12/ Trade Qualification will be advantageous
Fleet Assistant	Higher Certificate /Diploma in Fleet Management or related
Compliance Administrator	Degree in Risk Management or related
Payroll Clerk	Grade 12
Grant Administrator	Diploma or Degree in Accounting
Procurement Administrator	Diploma or Degree in Business Management/Information Technology.
Banking Administrator	Diploma or Degree in Business Management or related

Should you be interested in applying for this vacancy, please send an email to vacancies35@witshealth.co.za

The subject heading of the email must quote the **reference number** and the **Job Title of Position** applying for.

Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV
- ID copy
- Qualification certificate/ Matric certificate