

YOUTH EMPLOYMENT SERVICES (YES) OPPORTUNITIES

Background:	Wits Health Consortium is hosting a Yes4Youth programme for 2026/2027. 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:	Risk and Compliance Administrator (x 2) Finance Administrator (x 5) Training Administrator (x 1) Grant Administrator (x 5) HR Administrator (x 4) Legal Office Administrator (x 1) Office Assistant (x 2) Maintenance Assistant (x 1) Procurement Administrator (x 1) Fleet Administrator (x 1)
Type:	Fixed Term ☒ 12 months
Location:	Gauteng
Closing date:	14 September 2026
Submit detailed CV to:	vacancies35@witshealth.co.za
Advert reference number:	YES001 - Risk and Compliance Administrator YES002 - Finance Administrator YES003 - Training Administrator YES004 - Grant Administrator YES005 - HR Administrator YES006 - Legal Office Administrator YES007 - Procurement Administrator YES008 - Fleet Administrator YES009 - Maintenance Assistant YES010 - Office Assistant
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 Accounting/Finance
Legal Office Administrator	Diploma or Degree in Law or related
Maintenance Assistant	Grade 12/ Trade Qualification will be advantageous
Risk and Compliance Administrator	Degree in Risk Management or related (x 1) Diploma or Degree in Information Technology (x 1)
Grant Administrator	Diploma or Degree in Accounting/Finance
Procurement Administrator	Diploma or Degree in Supply Chain Management/Procurement
Fleet Administrator	Higher Certificate /Diploma in Fleet Management or related
Office Assistant	Grade 12
Training Administrator	Diploma or Degree in Human Resource Management or Instructional Design 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