

## DEPARTMENT OF ARTS AND CULTURE

*The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2<sup>nd</sup> Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria
- CLOSING DATE** : 12 June 2009
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at [www.gov.za](http://www.gov.za). All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicants ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above- mentioned posts.

## OTHER POST

- POST 21/13** : **ADMINISTRATIVE CLERK**
- SALARY** : R117 501 r annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Three year degree / national Diploma in Public Management / Administration or Senior Certificate with 2-3 years administrative experience, good written and verbal communication skills. Computer literacy. Action orientation, creativity & innovation, planning and organising, interpersonal sensitivity, flexibility, resilience, personal motivation, problem solving and analysis skill and specialist knowledge.
- DUTIES** : The successful candidate will manage workflow in the Chief Directorate: Communications. Provide administrative support services with regard to financial administration, personnel administration and provisioning administrative matters. Render specific support to the Chief Director with regards to monitoring and evaluation of the Chief Directorate's activities. Take minutes and records of proceeding of the Chief Directorate's meetings and follow-up on activities / decisions. Arrange seminars, conference and workshops. Performs any other office administration or communications related task as instructed by the Chief Director. An active interest in Communications work.
- ENQUIRIES** : Mr J Matlala, Tel 012 441 3648