

PUBLIC ADMINISTRATION LEADERSHIP AND MANAGEMENT ACADEMY (PALAMA)

The Academy seeks to promote equity as defined in its Employment Equity Plan when filling vacant posts. Its commitment to equity includes providing an enabling environment for all employees.



APPLICATIONS : Please indicate in your application, and on the envelope, the position for which you are applying and its reference number. Submit your application to Ms Elna van Niekerk, HR Department, PALAMA: by hand at ZK Matthews Building, 70 Meintjie Street, Sunnyside, Pretoria; or by post to PALAMA, Private Bag X759, Pretoria, 0001. If you wish to apply for more than one position, please submit separate, complete applications for each post for which you wish to apply. E-mailed and faxed applications will not be accepted.

NOTE : Applications must consist of: a fully completed and signed Z83 form (please fill in all the boxes on the Z83 – it may be downloaded from the DPSA website at www.dpsa.gov.za); a recent comprehensive CV; telephone, fax and e-mail contacts for three referees; certified copies of ID document and educational qualifications; and a letter of motivation indicating why you are interested in the position and consider yourself suitably qualified. The Z83 form requires an indication of race, gender. Please also indicate disability if applicable. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. References will be taken for short-listed candidates, and they will be required to complete competence exercises in advance, in the competencies required for the position. Contracts may be renewed on the discretion of the Employer, based on satisfactory performance as well as operational requirements. In terms of a new Public Service Regulation, appointments will be subject to the verification of criminal records, citizenship, financial/asset records, and educational qualifications (for which a consent form needs to be completed). PALAMA reserves the right not to appoint to a particular post.

PALAMA, the Public Administration Leadership and Management Academy, was officially launched by the President in August 2008. It has the statutory mandate for training in the public service, and is the outcome of a far-reaching reconstitution of the former South African Management Development Institute (SAMDI), in accordance with a Cabinet mandate. PALAMA's new strategy aims to improve the reach and quality of senior management development, and achieve a five-fold increase in training opportunities for middle and junior management, at national, provincial and local levels. This will involve energising the entire public-sector training landscape, and fostering collaborations among public administration training institutions – provincial academies, higher and further education institutions and the private sector – in respect of training provision, as well as needs analysis, curriculum and materials development, modes of learning, assessment, certification, accreditation and evaluation. A new and expanded organisational structure has been implemented, innovative work-processes are being developed, and the organization has moved to a new office building just off Mandela Drive in Pretoria. The new strategy and organogram may be seen on our website at www.palama.gov.za. An extensive recruitment campaign was launched during 2008 to fill the vacancies in the Academy. Some thirty appointments at the senior management service (SMS) level have been made. Suitably qualified and experienced candidates are now invited to apply for the position of Administrative Officer to work at Palama's Cape Town Office.

OTHER POSTS

POST 21/57 : **ADMINISTRATIVE OFFICER**

SALARY : R145 920 per annum, plus competitive benefits (R199,910.00 per annum cost to company)

CENTRE : Cape Town

REQUIREMENTS : Relevant B Admin Degree / Diploma or equivalent qualification. A Certificate or Diploma in Office Administration / Management will serve as an added advantage. Ability and experience in office management in a busy delivery unit, Project management experience will be an added advantage, In-depth knowledge of applicable software packages (MS Office Suite) and a high level of computer

literacy. Ability to work in a team, Independent, dynamic, self confident, outgoing, self-starter with client focused attitude and ability to work in a dynamic business environment. Good written and verbal communications skills essential, Basic research skills. Demonstrate good interpersonal skills and flexibility and ability to adapt to changes. Ability to manage conflict positively, Assertive, independent and results oriented and able to work well under pressure, Ability to interact with persons in senior positions, The ability to work flexible hours is critical for the position, Valid code 08 Driver's License, Knowledge/ understanding of the various spheres of government will be advantageous

DUTIES

: Provide an administrative and secretarial support service to the Palama Office in Cape Town: Disseminate information to all stakeholders. Travel arrangements for the team . Event co-ordination, including the sourcing of venues and catering as appropriate. Administrative and secretarial support to the Director-General and other staff members from Palama National Office, General administrative functions - typing, sending faxes, development and maintenance of a filing system, making photocopies, preparing documents and refreshments for meetings etc. Drafting of letters, memoranda, presentations and submissions, Development of a contact database for the Cape Town office's operations, Design, develop, implement and update appropriate administrative systems, Process service providers' payments and clients' invoices, Assist with the maintenance and logistics of the office accommodation, Ordering of stationary and other supplies, Secretariat service to meetings when required

ENQUIRIES

: Ms B Barnard, Tel No (012) 441-6120

NOTE

: Special preference would be given to suitably qualified candidates who reside in or close to Cape Town.