

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is our intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail response6@pinpointone.co.za. To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Monday, 15 June 2009
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Note: To verify that your application has been received, please contact Happy Mandlasi at tel. (011) 325 5101. Please note that this contact number is not for general enquiries.

## OTHER POST

- POST 21/58** : **ADMINISTRATIVE ASSISTANT: SPECIAL PROJECTS INTERNATIONAL AND AFRICAN AFFAIRS**
- SALARY** : R94 326 per annum. An annual progression up to a maximum salary of R109 515 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate, Project Management experience and good Computer literacy. Exposure to International Relations environment. A good planner with outstanding interpersonal and good communication skills. Good organisational skills. Ability to work under pressure. Willing to work outside the normal hours.
- DUTIES** : Carry out any administrative and secretarial support as required by the Special Projects Directorate. Provide front office support service. Develop and maintain a manual/electronic filing system. Track and retrieve documentation. Process submissions. Support the Chief Director with co-ordination and execution of projects. Manage local and international travel and accommodation bookings including arranging visas. Provide office administration support for meetings, compile information packages and take minutes at meetings. Provide logistical support e.g process orders and payments of invoices for the directorate. Manage and administer petty cash. Undertake any other responsibility as required by the line managers.
- ENQUIRIES** : Mr Sakie Ligudu (012) 336-1137