

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001
FOR ATTENTION : Mahlogonolo Lekganyane
CLOSING DATE : 03 July 2009

OTHER POST

POST 24/10 : **SENIOR SECRETARY GRADE IV REF NO: DOHS/68/2009**
 Directorate: Training and Skills Development

SALARY : R76 194 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Bachelors degree/National diploma or equivalent qualifications and any other training courses/qualification that will enable the person to perform the work satisfactorily. Extensive administrative experience in the Public Service, Computer literacy, knowledge of administrative procedures applicable to the Public Service. Good organisational skills, computer literacy, excellent writing skills, interpersonal.

DUTIES : The successful candidate's duties will include: Provide a secretarial/receptionist support service to the Director, Receive and re-direct telephone calls. Receive incoming and out-going records/mails - Render clerical/administrative support services. Type and prepare documents. - File documents and maintain a filing system. Take minutes when required. Manage of dairy of the Director. Schedule and re-schedule appointments. Liaise with stakeholders on behalf of manager. Remind manager on all commitments. Book venues for the meetings and logistical arrangements

ENQUIRIES : Ms S Nxumalo (012)421 1681