

THE PRESIDENCY

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

- APPLICATIONS** : Please forward applications, quoting the relevant reference number, to: The Presidency, Private Bag X1000, Pretoria 0001 OR hand-deliver to the Union Buildings, East Wing Entrance, Government Avenue,
- FOR ATTENTION** : Ms M Makgae
- CLOSING DATE** : 03 July 2009
- NOTE** : Applications must be submitted on a Z83 form (duly signed), accompanied by a comprehensive CV, together with certified copies of educational qualifications and ID. It is the responsibility of the applicant to have his/her foreign qualification(s) evaluated by SAQA. Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short-listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

MANAGEMENT ECHELON

- POST 24/71** : **CHIEF OF STAFF (ROLE PLAYING POST AT CHIEF DIRECTOR LEVEL)**
- SALARY** : Remuneration Package of R746 181 per annum.
- CENTRE** : Pretoria/Cape Town
- REQUIREMENTS** : The successful candidate must be in possession of an appropriate tertiary qualification and/or extensive management experience coupled with an understanding of relevant legislation and policies that have a direct bearing on the work of the Minister's Office. Envisaged is a person with proven high-level communication (verbal and written) skills and a sound understanding of Ministerial Services and Parliamentary functions to take charge of the overall management of the Ministry. Knowledge of the Public Service Management Framework and the Public Finance Management Act. The incumbent needs to meet the requirement for a Top Secret security clearance.
- DUTIES** : Key responsibilities: The person appointed to this position will be the overall administrator in chief and a general co-ordinator of all broad programmes in the Ministry, also in relation to the office of the Director-General and their equivalent offices in the rest of The Presidency and other Ministries. The successful candidate will be responsible for the general management of the staff in the Ministry; Oversee the general management of the budget of the Ministry; Be the primary focal point of contact of the Director-General on behalf of the Minister; Act as Ministerial representative as delegated by the Minister; Participate in, record and follow up on actions from the Minister's meeting with stakeholders; Attend to briefs and submissions referred to the Minister; Accompany the Minister in major visits and execute any other duties as directed by the Minister. Collaborate and liaise with other Ministries and The Presidency.
- ENQUIRIES** : Ms Cleopatra Maubane @ (012) 300 5588
- POST 24/72** : **SENIOR POLICY ANALYST: GOVERNANCE AND ADMINISTRATION**
The Policy Unit in the Presidency is looking for an intelligent and dynamic person to work as Senior Policy Analyst at the centre of government.
- SALARY** : An all inclusive salary package of R615 633 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : We are looking for a person who possesses the following skills and qualifications: at least a masters degree in political science, sociology or a related field with specialization in the area of governance; strong knowledge of the South African system of governance; knowledge of the legislative frameworks and policies governing the Public Service and local government; strong analytical, writing and verbal skills; experience working in a governance institution either in civil society, research or in the state; deep appreciation and understanding of the strategic challenges and opportunities in the area of governance and administration facing government; ability to provide intellectual and strategic leadership to the unit's projects on governance.
- DUTIES** : The successful candidate will provide policy advice, research support and information to the Political Principals in the Presidency on matters of governance and administration; ensure that there is strategic and policy coherence across the spheres of government on issues of governance; monitor the development and implementation of policy and programmes in the area of governance and

administration; assist and provide leadership to the strategic and research programmes of the Policy Unit in the area of governance; assist in the management of the Governance and Administration section.

ENQUIRIES

: Dr Bongani Ngqulunga at 012 300 5469.

POST 24/73

: **ADMINISTRATIVE SECRETARY (ROLE PLAYING POST AT DIRECTOR LEVEL)**

SALARY

: An all-inclusive remuneration package of R615 633 per annum.

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate three-year degree (or equivalent qualification) at NQF level 6. Previous relevant experience in functioning in the office of a Member of the Executive will be an advantage. The Administrative Secretary post constitutes the administrative and operational backbone of the Ministry. The role demands a highly organised, systematic and dedicated individual with the ability to develop procedures for dealing with standard items and to be innovative in dealing with the unusual. The incumbent needs to take initiative when it comes to problem-solving and exhibit a talent for integrating activities and information as well as co-ordinate actions between a wide range of players and interested parties. Excellent communications skills, both written and verbal, are a prerequisite. The Administrative Secretary has to be adept at handling high volumes of correspondence – both in terms of receiving and channeling, as well as drafting responses. The position is highly pressurised with demands for irregular working hours. The Administrative Secretary forms part of a team that supports the Minister and as such has to be a good team player. Be familiar with the public service, its policies and the way in which government works. The incumbent needs to meet the requirement for a Top Secret security clearance.

DUTIES

: Process and pro-actively track all correspondence to and from the Ministry. Act as a key point of communications between the Minister and departments and other units that fall under the Ministry. Support the Parliamentary Officer in the processing of all Cabinet related documentation when cabinet is sitting in Pretoria •Prepare files for the Minister in Pretoria. Liaise with internal and external role-players. Render a Cabinet support service to the Executive Authority in Pretoria and Supervise employees.

ENQUIRIES

: Ms K Maaroganye @ (012) 300 5331

OTHER POSTS

POST 24/74

: **APPOINTMENT SECRETARY**

SALARY

: R407 745 per annum

CENTRE

: Pretoria / Cape Town

REQUIREMENTS

: An appropriate 3 year tertiary qualification and/or a senior certificate plus sufficient experience in the secretarial / administration field. • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Strong planning and organizational skills. • Strong communication skills (verbal and written). • Report writing and Time management skills. • Strategic Management skills. • Knowledge of relevant legislation. • Working knowledge of the functioning of the Ministry and cabinet procedures and parliamentary affairs. The ability to work under pressure and a willingness to travel.

DUTIES

: Provide administrative / secretarial support service in terms of the Minister's organizational responsibilities and manage the diary of the Minister •. Obtain relevant documentation pertaining to the various meetings and assume responsibility for minute taking as and when directed by the Minister. • Determine and manage the budget for the Directorate. • Assist the Executive Authority with diverse private obligations of the routine nature. • Attend to the administration routine

ENQUIRIES

: Ms K Maaroganye @ (012) 300 5331

POST 24/75

: **PARLIAMENTARY OFFICER**

SALARY

: R344 052 all inclusive salary package

CENTRE

: Cape Town

REQUIREMENTS

: An appropriate tertiary qualification and/or extensive Parliamentary experience. Working Knowledge of Political and Parliamentary / Cabinet processes in South Africa. Report writing Skills, Time Management Skills, Good Communication Skills, Language Skills, Presentation Skills, Good Organizational Skills, Good People skills, High level of reliability, Basic written communication skills, Ability to act with tact and discretion and Computer Literacy.

DUTIES

: Monitor events in Parliament / Cabinet to identify matters that have a bearing on the portfolio of the Executing Authority. Render efficient and effective

Parliamentary services. Co-ordinate and control movements between the Pretoria, Cape Town offices for Parliamentary sessions. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood and applied accordingly

ENQUIRIES

:

Ms K Maaroganye @ (012) 300 5331

POST 24/76

:

SECRETARY / RECEPTIONIST (2 POSTS)

SALARY

:

R94 326 per annum

CENTRE

:

Pretoria

REQUIREMENTS

:

Grade 12 or equivalent qualification. Receptionist / Secretarial experience. Computer literacy. Good communication and interpersonal skills. Organisational and planning skills. Ability to work under pressure.

DUTIES

:

The successful candidate will be responsible for the following duties: Handling the planning, laying out and typing of various assignments i.e. letters, minutes, reports, memoranda and submissions. Render support in clerical, secretarial, administrative, and logistical duties of the unit. Receipt and transmission of messages in the unit. Handling all incoming and outgoing documents. Perform a variety of miscellaneous administrative tasks. Receive all guests in the Ministry in a professional manner. Ensure that all incoming calls are screened and referred to the appropriate persons. Ensure that arrangements for meetings are done timeously.

ENQUIRIES

:

Ms K Maaroganye @ (012) 300 5331

POST 24/77

:

REGISTRY CLERK

SALARY

:

R76 194 per annum

CENTRE

:

Pretoria

REQUIREMENTS

:

Grade 10 or equivalent qualification. Record Management skills. Knowledge of record keeping procedures and archive procedures. Basic literacy skills and computer skills. Good planning skills

DUTIES

:

Maintain the correspondence management register. Keep record of all documentation (correspondence and submissions) processed and received in the Minister's office to ensure an efficient and effective flow of information. Ensure that all documents are filled in accordance to the Minister's filing system. Draft replies of acknowledgement to all letters received. Control stocks and stationery in the Minister's Office.

ENQUIRIES

:

Ms K Maaroganye @ (012) 300 5331

POST 24/78

:

DRIVER / MESSENGER

SALARY

:

R76 194 per annum

CENTRE

:

Pretoria

REQUIREMENTS

:

ABET (L 1 – 3). Experience in General Administration will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Valid driver's license. Special requirements (skills needed): Basic Computer skills. Basic numeric-, good communication-, planning-, organize own work- and good driving skills. Must be able to obtain a confidential security clearance within a year.

DUTIES

:

Deliver and fetch correspondence. Assist with physical tasks in the records office. Keep register of documentation received and delivered. Assist with basic record office tasks. Transporting of personnel within the Ministry.

ENQUIRIES

:

Ms K Maaroganye @ (012) 300 5331