

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the 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** : Friday, 29 January 2010
- 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 Z.83 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.

OTHER POSTS

- POST 03/44** : **PRIVATE SECRETARY REF: 15073/2**
Office of the Deputy Minister
- SALARY** : R378 456 per annum Level 11. An annual progression up to a maximum salary of R445 803 per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Centurion
An appropriate recognized tertiary qualification or equivalent qualification. At least 3 year's relevant experience at a senior management level. Willingness to work outside normal office hours and travel on missions/assignments. A valid driver's licence. Strong organisational and administrative skills. Good communication (written and verbal) skills. Sound Interpersonal skills. Computer literate with excellent typing skills. Ability to work under pressure. Ability to do basic research and analyse documents.
- DUTIES** : Co-ordinate, manage and ensure that the Deputy Minister's programme and activities are integrated and properly implemented. Handle International travel arrangements. Accompany the Deputy Minister on national and international missions. Processing of claims and follow up. Responsible for office and living accommodation. Provide executive support to meetings/official engagement attended by the Deputy Minister and in implementing and managing of special projects. Respond to queries and concerns relating to protocol. Provide support in dealing with matters relating to international obligations, Follow up on queries directed to the Office of the Deputy Minister, General office correspondence and documentation management. Deputise for the Office of Executive Head when requested to do so.
- ENQUIRIES** : Mr RR Reddy (012) 641 6101
- POST 03/45** : **ASSISTANT ADMINISTRATIVE SECRETARY REF: 15073/3**
- SALARY** : R192 540 per annum (Level 9). An annual progression up to a maximum salary of R232 590 per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Centurion
An appropriate three year degree or equivalent qualification. Administration and organisational skills. Previous experience in a political office-bearer's office will be added advantage. Electronic document tracking experience. In depth

knowledge of documents and records management, assets management and Cabinet operation and related matters. General knowledge of Human Resource and Financial management and related matters. Excellent communication and writing skills. Very good computer skills (MS Word and Excel). Good analytical skills. Good time management and prioritisation tasks. Flexible and self-managed. Ability to work under-pressure and take initiative and work independently.

DUTIES : Develop, implement and maintain an effective document management system. Manage submissions and Cabinet Memoranda. Determine appropriate mechanisms to ensure an efficient work flow. Manage the procurement of supplies and arrange travel accommodation on behalf of the Deputy Minister. Liaise with external and internal role players on matters relating to the portfolio of the Deputy Minister and prepare acknowledgment and draft responses. Oversee the appropriate distribution and referral of all Cabinet related matters whilst Cabinet is in Pretoria, in collaboration with the Cape Town office staff. Assist with logistics, eg timeous capturing on LOGIS. Assist with the maintenance of a manual budget system to monitor expenses.

ENQUIRIES : Mr RR Reddy (012)641 6101

POST 03/46 : **REGISTRY CLERK REF: 15073/4**

SALARY : R87 978 per annum Level 5. An annual progression up to a maximum salary of R103 635 per annum is possible, subject to satisfactory performance.

CENTRE REQUIREMENTS : Centurion
Senior certificate with experience in an administrative environment. A valid Code 8 driver's license. Good interpersonal and communication (verbal and written) skills. Computer literacy is essential. Good planning and organization skills. Telephone etiquette, document tracking and Administrative practices.

DUTIES : Maintain the document management system. Control all incoming and outgoing mail, correspondence and faxes. Document control including filing, retrieving of documents and disposal of documents. Collect and distribute correspondence, and mail to various places, Operate and maintain office assets.

ENQUIRIES : Mr RR Reddy (012)641 6101