

THE PRESIDENCY

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

<u>APPLICATIONS</u>	:	The Presidency, Private Bag X 1000, Pretoria, 0001. OR hand delivered to 535 Proes Street, Pretoria
<u>FOR ATTENTION</u>	:	Ms M Makgae
<u>CLOSING DATE</u>	:	12 February 2010
<u>NOTE</u>	:	Government is taking very seriously the task of improving government performance and service delivery. The Department of Performance Monitoring and Evaluation is currently being set up and will be one of the primary drivers of this process. We are looking for dynamic and energetic people who are passionate about their work and who would like to play a pivotal role in shaping the South Africa of the future. For more information on the new Department please visit www.thepresidency.gov.za/dpme.asp . Applications must be submitted on Z83 form (http://www.dpsa.gov.za/documents/forms/employ.pdf) accompanied by a comprehensive CV (maximum 4 pages); Shortlisted candidates will be requested to submit certified copies of all qualifications and their identity document. It is the responsibility of the applicant to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). All qualifications will be verified. 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. No faxed or e-mailed applications will be considered. For salary level 11 to 16, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS members (Level 13 to 16) will be subjected to competency assessments. On assumption of duty, they will have to enter into performance contracts and sign declaration forms.

MANAGEMENT ECHELON

<u>POST 04/66</u>	:	<u>DIRECTOR-GENERAL: PERFORMANCE MONITORING AND EVALUATION</u>
<u>SALARY</u>	:	R 1275 732 all inclusive salary package per annum Level 16
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Candidate needs to be in possession of a relevant Bachelor's Degree or equivalent qualification. Extensive experience in managerial, strategic and administrative positions which involve the setting up and maintenance systems. Experience in monitoring and evaluation of Government Policies will serve as a strong recommendation. 10-15 years managerial experience. Strategic management and strong leadership capabilities. A thorough understanding of policy and administrative processes of Government. Innovation and organisational abilities. Good writing skills. Computer literacy. Good interpersonal skills. A good understanding of political and governance issues. Ability to think and operate strategically
<u>DUTIES</u>	:	Provide strategic support to the Minister, Chief information Officer in terms of the Access to Information Act, Co-ordinate and manage the implementation of the government performance monitoring and evaluation system and delivery improvement programmes, Co-ordinate and facilitate the implementation of public sector administration oversight services, Manage the provision of corporate management services. Manage the provision of internal audit and risk management services.
<u>ENQUIRIES</u>	:	Mr Ketso Gordhan: ketso.gordhan@gmail.com
<u>POST 04/67</u>	:	<u>SENIOR EXPERTS 10 POSTS</u>
<u>SALARY</u>	:	An all inclusive remuneration package of R 976 317 per annum Level 15 or negotiable industry related remuneration package. Permanent /contract appointments or secondments will be considered.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate tertiary qualifications. Extensive knowledge and experience in one or more of the following sectors would be essential: Education Health Criminal

		justice system Economic policy Skills development Infrastructure development Rural development Human settlement Local government Environment and natural resources International relations Public service and administration
<u>DUTIES</u>	:	Interact with role players in a particular sector to contribute to the achievement of outcomes and to identify and overcome obstacles. Develop sector specific service delivery and value chain and evaluation systems. Initiate and direct the development and implementation of service delivery agreements with Executive Authorities and Heads of Departments. Analyse, evaluate and identify sector specific service delivery short comings and render advice on remedial measures. Liaise with political office bearers, senior management of governmental institutions and primary sector role players to establish coherence and cooperation. Initiate the establishment of sector specific service delivery forums and coordination mechanisms and render direction to such forums. Regularly reporting on sector performance improvement.
<u>ENQUIRIES</u>	:	Mr Ketso Gordhan: ketso.gordhan@gmail.com
<u>POST 04/68</u>	:	<u>DEPUTY DIRECTOR-GENERAL: PERFORMANCE MONITORING AND EVALUATION</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all inclusive remuneration package of R976 317 per annum Level 15 Pretoria
<u>DUTIES</u>	:	A relevant post-graduate qualification plus a minimum of ten years appropriate experience. Analytical thinker with strong background in turnaround strategies and change management. Plan, manage, monitor and evaluate performance monitoring and evaluation activities in order to deliver the desired outputs and outcomes. Provide vision and set the direction for the Branch and inspires role players to deliver on the mandate. Manage and direct the establishing of integrated information systems. Manage, direct and regulate sector improvement programmes. Manage and direct the service delivery intervention programmes. Compile and manage budget, and control it in accordance with generally recognized financial practices in order to ensure the achievement of strategic performance evaluation objectives.
<u>ENQUIRIES</u>	:	Mr Ketso Gordhan : ketso.gordhan@gmail.com
<u>POST 04/69</u>	:	<u>HEAD: PERFORMANCE MONITORING AND EVALUATION DATA SYSTEMS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all inclusive remuneration package of R976 732 per annum Level 15 Pretoria Applicant must be in possession of a relevant post graduate qualification with ten years or more experience. Analytical thinking. Extensive experience working with data systems as well as experience in management information systems. High level of computer literacy and sound knowledge of Microsoft Office suite of applications essential.
<u>DUTIES</u>	:	Be responsible for the management and oversight of Data Systems Division. Manage and direct the establishment of integrated inter-governmental data systems. Develop and maintain cooperation with stakeholders to ensure the availability of quality information on an ongoing basis. Direct the identification, analyses and solving of existing and anticipated problems to ensure optimum availability of information. Analyse and research the needs of information to enhance performance improvement programmes. Manage data analysis to produce integrated performance management information. Champion new ways of delivering services that will contribute to the improvement of processes to benefit the unit and the Department.
<u>ENQUIRIES</u>	:	Mr Ketso Gordhan: ketso.gordhan@gmail.com
<u>POST 04/70</u>	:	<u>OFFICE MANAGER</u> Office of the Director-General
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all inclusive remuneration package of R790 253 per annum Level 14 Pretoria A relevant three year tertiary qualification (Degree/Diploma) with eight years or more appropriate experience. Dynamic manager that can deliver under pressure. High level of computer literacy and sound knowledge of Microsoft Office suite.

<u>DUTIES</u>	:	Provide personal and secretarial support to the Director-General. Render parliamentary and related support. Render general office, financial and logistical support to the Director-General. The facilitation of operational planning activities. Render internal and external communication services. Manage the resources of the Office of the Director-General (human, financial, equipment, etc).
<u>ENQUIRIES</u>	:	Mr Pieter Pretorius: pieter@po.gov.za
<u>POST 04/71</u>	:	<u>DATA SYSTEMS: DATA ARCHITECTURE DESIGNER</u>
<u>SALARY</u>	:	An all inclusive remuneration package of R790 953 per annum Level 14
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant post-graduate qualification plus a minimum of eight years appropriate experience. Qualified and experienced in database design and query languages. Understanding of the GIS and related environment. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<u>DUTIES</u>	:	Planning, monitoring and implementation of data models and database structural design and development. Review and evaluate database performance, risk and information analysis feasibility studies. Develop data and metadata policies and procedures for structural design and development to build, maintain and leverage information integration models and ensure integration with clients standards and databases. Provide extensive technical and strategic advice as well as guidance to management and clients for the creation and implementation of standards and databases. Assess technical characteristics of proposals and alternatives in order to optimize data performance. Diagnose isolate and resolve problems pertaining to data infrastructure and data integrity.
<u>ENQUIRIES</u>	:	Ms Ronette Engela (ronette@po.gov.za)
<u>POST 04/72</u>	:	<u>DIRECTOR: CONTENT SUPPORT</u> Private Office of the Minister
<u>SALARY</u>	:	An all inclusive remuneration package of R652 572 per annum Level 13
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification. Relevant work experience in the office of a Member of the Executive will be an advantage. Familiarity with the Public Service, its policies and the way government functions, especially an understanding of the functional areas covered by the Executive Authority portfolio. Good analytical and problem solving skills. General management skills. Good communication, organizing and planning skills. Good stakeholders relations and coordination skills.
<u>DUTIES</u>	:	Provide content support to the Minister regarding Parliamentary and Cabinet Matters, meetings, conferences and documents received from the institution falling under the portfolio of the Minister. Manage, create and maintain systems and procedures for tracking and following up on all correspondence related to the portfolio of the Minister. Ensure that the Minister timeously receive the correct documentation and briefing notes for meetings. Manage the facilitation of stakeholder relations services with internal and external role-players especially institutions falling under the portfolio of the Minister. Deal with queries on different aspects of the work of the Minister's office correspondence and follow up and monitor requests received from stakeholders and the public. Conduct research and manage special projects on requests of the Executing Authority.
<u>ENQUIRIES</u>	:	Ms Kgomotso Maaroganye (kgomotsomaa@po.gov.za)
<u>POST 04/73</u>	:	<u>DATA SYSTEMS-SECTOR SPECIALIST 2 POSTS</u>
<u>SALARY</u>	:	An all inclusive remuneration package of R652 572 per annum Level 13
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant three year tertiary qualification with five or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<u>DUTIES</u>	:	Develop and implement needs driven data and knowledge management systems. Direct and coordinate data inputs and data flow in respect of specific government institutions. Generate quality information outputs in support of the monitoring and evaluation information framework. Manage data collection, processing and protocols. Lead and direct the development of applicable data processing and storage systems. Sustainable liaison with clients and other information specialists on the analysis development and integration of data.

	:	Initiate and direct research on products and trends for the enhancement of information systems.
<u>ENQUIRIES</u>	:	Ms Ronette Engela: ronette@po.gov.za
<u>POST 04/74</u>	:	<u>PUBLICATIONS AND PUBLIC RELATIONS SPECIALIST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all inclusive remuneration package of R652 572 per annum level 13 Pretoria
	:	A relevant three year tertiary qualification with five or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<u>DUTIES</u>	:	Plan, develop and implement PR and media strategies and plans. Liaise with and respond to enquiries from the media and other interested role players. Increase the editorial share of the Department in the national, regional and community media through the print and electronic channels. Support presidential press conferences, media launches and communication releases. Manage the flow of information to user groups, stakeholders, executive authorities and heads of departments through meetings, management briefings, electronic messages and other formal communication channels. Writing and editing of publications, articles, speeches, case studies and reports.
<u>ENQUIRIES</u>	:	Ms Ronette Engela: ronette@po.gov.za
<u>POST 04/75</u>	:	<u>DATA SYSTEMS: SENIOR GIS SPECIALIST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all inclusive remuneration package of R652 572 per annum Level 13 Pretoria
	:	A relevant three year tertiary qualification with five or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<u>DUTIES</u>	:	Initiate and direct liaison with users to define data needs, project requirements, required outputs for the development of applications. Lead the evaluation, design, installation, maintenance and enhancement of GIS applications. Direct and regulate the integration of GIS applications with existing data sources to improve and expand accessibility to existing newly created data. Manage the process of data collection, GIS integration and the processing and interpretation of the resulted information. Monitor and evaluate integrated information systems and initiate adjustments in line with user needs. Manage budgets and equipment requirements within the departmental strategic framework.
<u>ENQUIRIES</u>	:	Ms Ronette Engela: ronette@po.gov.za
OTHER POSTS		
<u>POST 04/76</u>	:	<u>PROJECT/OUTCOMES MANAGERS 6 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all inclusive remuneration package of R448 521 per annum Level 12 Pretoria
	:	A relevant three year tertiary qualification with five or more years experience. Must be able to operate independently and willingness to work irregular hours and to travel to perform duties away from Pretoria. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential. MS Project experience will serve as an added advantage. Valid driver's license. Competencies in the following areas: Programme and project management, Planning and organisation, Strategic capability and leadership, Change management, Problem solving and analysis, Communication, Client orientated and customer focused. Skills: Project management, Communications, Report writing, Motivational, Influencing, Facilitation, Negotiation, Computer literacy. Government/private sector experience in one or more of the following sectors would be an advantage: <i>Education, Health, ,Criminal Justice System, Economic policy, Skills development, Infrastructure development, Rural development, Human settlements, Local Government, Environment and natural resources, International relations, Public service and administration.</i>
<u>DUTIES</u>	:	Conduct research focused on and in support of Government priorities. Build and maintain networks to enhance relations with clients and partners. Render support to Senior Experts/Outcomes Managers in the execution of their duties. Interact with private sector, NGO's and other departments and local governments to

		support government initiatives. Initiate, implement and monitor projects. Report on implementation of and progress with government programmes.
<u>ENQUIRIES</u>	:	Mr Pieter Pretorius: pieter@po.gov.za
<u>POST 04/77</u>	:	<u>DATA SYSTEMS-GOVERNMENT PROGRAMME ADMINISTRATOR 3 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all inclusive remuneration package of R448 521 per annum Level 12 Pretoria
	:	A relevant three year tertiary qualification with five or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<u>DUTIES</u>	:	Establish user needs and regulate user access to and security of information and systems. Initiate and compile relevant reports. Coordinate data needs and flows amongst role players. Manage information parameters to ensure unrestricted availability of reliable information. Obtain, direct the processing of integrate and refine data received from governmental institutions and ensure access to the information thus generated. Maintain and update database management systems. Ensure database integrity and security.
<u>ENQUIRIES</u>	:	Ms Ronette Engela (ronette@po.gov.za)
<u>POST 04/78</u>	:	<u>DATA SYSTEMS-GIS SPECIALIAST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all inclusive remuneration package of R448 521 per annum Level 12 Pretoria
	:	A relevant three year tertiary qualification with five or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<u>DUTIES</u>	:	Liaise with users to define data needs, project requirements and required outputs for the development of applications. Assist with the evaluation, design, installation, maintenance and enhancement of applications. Integration of GIS applications with existing data resources to improve and expand accessibility to existing newly created data. Design programmes and implement applications with emphasis on internet and website mapping. Perform integrated programming, data analysis and application development, including maintenance and further enhancement of existing systems. Assist with the development of systems proposals, recommend optimal system solutions and develop GIS applications.
<u>ENQUIRIES</u>	:	Ms Ronette Engela (ronette@po.gov.za)
<u>POST 04/79</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION</u> Unit: Ministry
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all inclusive remuneration package of R448 521 per annum Level 12 Pretoria
	:	An appropriate three year tertiary qualification. Relevant work experience in the office of the Minister will be an advantage. Extensive experience in management/executive support. An understanding of the PFMA and Treasury Regulations is highly recommended. Excellent administrative and organisational skills. A valid driver's license and willingness to travel where necessary.
<u>DUTIES</u>	:	Provide logistical support for the Ministerial Support Staff for local and international travel. Oversee the completion and submission of claims related to the Minister's Pretoria based vehicle. Oversee the ordering and purchasing of office equipment and other office products through supply chain management. Supervise the management of petty cash for the Ministry. Ensure that the administrative function of the Ministry is run efficiently. Assist with the coordination of special projects as and when requested by the Chief of Staff/ Executive Authority.
<u>ENQUIRIES</u>	:	Ms Kgomotso Maaroganye: kgomotsomaa@po.gov.za
<u>POST 04/80</u>	:	<u>DEPUTY DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all inclusive remuneration package of R378 456 per annum Level 11 Pretoria
	:	An appropriate three year tertiary qualification plus five or more years appropriate experience. High level of computer literacy and sound knowledge of Microsoft Office suite.

DUTIES : ensure quality executive and administrative support to the Director-General. Supervise and guide the activities of the Office the Director-General. Assist with the facilitation of operational planning activities. Monitoring and guiding of internal and external communication. Management of the component's resources.

ENQUIRIES : Mr Pieter Pretorius: pieter@po.gov.za

POST 04/81 : **DATA SYSTEMS-ASSISTANT SECTOR SPECIALIST 2 POSTS**

SALARY : R 240 318 per annum Level 10
CENTRE : Pretoria
REQUIREMENTS : A relevant three year tertiary qualification plus three or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.

DUTIES : Assist with the development and implementation of needs driven data and knowledge management systems. Collect data inputs and regulate data flow in respect of specific governmental institutions. Produce quality information outputs in support of the monitoring and evaluation information framework. Coordinate data collection, processing and protocols. Assist with the development of applicable data storage. Liaise with clients and other information specialists on the analysis development and integration of data. Conduct research on products and trends of the enhancement of information systems.

ENQUIRIES : Ms Ronette Engela : ronette@po.gov.za

POST 04/82 : **DATA SYSTEMS-GIS DATA ADMINISTRATOR**

SALARY : R 240 318 per annum Level 10
CENTRE : Pretoria
REQUIREMENTS : A relevant three year tertiary qualification plus three or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.

DUTIES : Gather, analyse and integrate spatial data from staff and other role players and determine how the information can be displayed using GIS. Compile geographic data from various sources including governmental institutions and related sources. Analyse spatial data and geographic statistics for inclusion into documents and reports. Design and updated the database applying additional knowledge of spatial features and applications. Prepare metadata and other documentation. Operate and maintain GIS system hardware, software and other equipment. Present information in required format.

ENQUIRIES : Ms Ronette Engela: ronette@po.gov.za

POST 04/83 : **PROJECT ADMINISTRATOR/ADMINISTRATIVE ASSISTANTS 8 POSTS**
Various Units

SALARY : R192 540 per annum Level 9
CENTRE : Pretoria/South Africa
REQUIREMENTS : A relevant three year tertiary qualification with five or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential. Valid driver's license. Excellent organizational skills and good interpersonal relations at all levels. Excellent Communication Skills (written and verbal). Ability to maintain high level of confidentiality. Be able to work under pressure. Committed to high standards of quality control. Financial background and knowledge of PFMA, Treasury regulations and general government supply chain environment essential. Available to work irregular hours and to travel to perform duties away from Pretoria.

DUTIES : Rendering of general logistical and project management related support. Manage the office, direct visitors and arrange transport accommodation. Manage meeting venues. Manage incoming and outgoing correspondence. Draft specific documents. Arrange meetings, keep minutes and render secretarial support. Manage workflow record systems.

ENQUIRIES : Mr Pieter Pretorius (pieter@po.gov.za)

POST 04/84 : **SENIOR STATE ACCOUNTANT**

SALARY : R 161 970 per annum Level 8
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	A relevant three year tertiary qualification with two to three years experience. Sound knowledge of PFMA, Treasury Regulations and other relevant legislations. Extensive knowledge and experience of BAS and Persal. Good planning and reporting skills. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<u>DUTIES</u>	:	Management of staff. Capture and balance the budget and changes thereto on the computerized financial system. Maintain a schedule of changes to the budget. Perform analytical analysis on the budget and expenditure. Compile Medium Term Expenditure Frame, Roll-overs, Adjustment Estimates and Estimates on National Expenditure. Compile submission to National Treasury on issues relating to budget approvals. Ad-hoc duties as and when requested by management. Provide inputs on directorate budget submissions and management reports. Manage and maintain current budget. Compile management reports on a monthly basis. Ensure the timely and accurate processing of financial transactions.
<u>ENQUIRIES</u>	:	Mr Pieter Pretorius: pieter@po.gov.za
<u>POST 04/85</u>	:	<u>CHIEF ORDERS OFFICER</u>
<u>SALARY</u>	:	R 161 970 per annum Level 8
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant three-year tertiary qualification plus two to three experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential. Sound knowledge and understanding of PFMA, Treasury Regulations, PPPFA and other related Supply Chain Management prescripts. Excellent written and verbal communication skills. Ability to work under pressure and tight deadlines. Knowledge of BAS. Successful completion of tender administration related course(s) and or supply chain management course(s).
<u>DUTIES</u>	:	Manage and supervise staff. Conduct market research for potential suppliers and industry analysis for specific commodities. Implement SCM policies and ensure that all procurement of products and services are in accordance with the delegations and directives. Develop user profiles and products/supplier database for targeted items. Invite, capture and evaluate quotations on database system. Advisor at specification meetings in drafting the terms of reference, bid specifications and special conditions for the identified needs. Act as Advisor at bid evaluation committee meetings. Ensure that payments are made within thirty days as prescribed by the SCM policy. Prepare management information, statistics and reporting of invoices. Monitor and follow up on outstanding payments/transactions. Keep record of expenditure commitments and provide management with reports.
<u>ENQUIRIES</u>	:	Mr Pieter Pretorius: pieter@po.gov.za
<u>POST 04/86</u>	:	<u>RECORDS AND INFORMATION OFFICER</u>
<u>SALARY</u>	:	R 161 970 per annum Level 8
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant three year tertiary qualification with two to three years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential. Knowledge of ICT systems, networks and back-end software. Knowledge of regulations relating to handling, storage and archiving of documents.
<u>DUTIES</u>	:	Implement and maintain ICT strategy and advisory services. Interact with SITA and The Presidency ICT services. Coordinate and manage integrated ICT infrastructure. Manage facilities. Render electronic registry services. Capturing of information on electronic systems. Distribution of documents and information. Administering of a sensitive document/information system.
<u>ENQUIRIES</u>	:	Mr Pieter Pretorius: pieter@po.gov.za
<u>POST 04/87</u>	:	<u>ADMINISTRATIVE OFFICER 2 POSTS</u>
<u>SALARY</u>	:	R130 425 per annum Level 7
<u>CENTRE</u>	:	Pretoria and Cape-town
<u>REQUIREMENTS</u>	:	The candidate must be in possession of a Degree in Public Administration or equivalent qualification. 2 to 3 years relevant experience. Knowledge of prescripts, policies and practices. Experience and knowledge of political and Parliamentary/Cabinet process in South Africa. Problem solving skills, Planning

and Organizing skills, Report writing skills and Communication skills. Client Orientated and Customer Focused. Willingness to work under pressure and irregular hours.

DUTIES : Assist with administrative tasks within the Office and ensuring that the office is manned at all times. Receive and respond to all public telephonic enquiries received in consultation with the Chief of Staff. Receive and acknowledge correspondence received through fax and mail and ensure that it's routed to the correct recipient(s) Ensure that proper arrangements for the Minister's visitors. Control stock and stationery in the office. Maintain the correspondence management registers.

ENQUIRIES : Mr Pieter Pretorius: pieter@po.gov.za (Pretoria)
Ms Kgomoitso Maaroganye: kgomotsomaa@po.gov.za (Cape Town)

POST 04/88 : **SENIOR SECRETARY 3 POSTS**

SALARY : R130 425 per annum Level 7
CENTRE : Pretoria

REQUIREMENTS : The candidate must be in possession of a Senior Certificate with at least 5 years practical experience. A Diploma in Office Administration or Certificate in Office Administration will serve as an advantage. Excellent planning and organizing skills and good interpersonal relations. Good communication (written and verbal) and interpersonal skills. Office/telephone etiquette. Knowledge of tracking document and filing systems. Computer literacy and sound knowledge of Microsoft Office applications. Ability to maintain high level of confidentiality. Willingness to work under pressure. The commitment to high standards of quality control. Financial background will be an added advantage.

DUTIES : Successful candidate will be rendering clerical, secretarial, administrative and logistical support to the Manager that include handling of correspondence (incoming and outgoing documents), diary management, arranging meetings, workshops and provide administrative support. Track submission. Draft correspondence and maintain registers. Handle all logistical arrangements. Liaise with external stakeholders. Maintain a correct filing system. Receive and assist visitors and guest in a professional manner. Taking of minutes and manage correspondence by receiving and distributing documents. Handle/direct enquiries. Remain up to date with regards to prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Mr Pieter Pretorius: pieter@po.gov.za

POST 04/89 : **ACCOUNTING CLERK**

SALARY : R105 645 per annum Level 5
Centre : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification with accounting passes on Higher Grade. 2 to 3 years appropriate experience. Knowledge of BAS, PERSAL, PFMA and National Treasury Regulations. Computer literacy and sound knowledge of Microsoft Office applications is essential.

DUTIES : Responsible for the preparation of general financial applications, financial authorizations, preparing and checking of travel plans. Handle all enquires (written and verbal) with regard to financial applications. Assist with the payment process and handle personnel matters and routine financial clerical duties (perform ad-hoc financial duties).

ENQUIRIES : Mr Pieter Pretorius: pieter@po.gov.za

POST 04/90 : **LOGISTIC CLERK**

SALARY : R87 978 per annum
CENTRE : Pretoria

REQUIREMENTS : The candidate must be in possession of a Senior Certificate or equivalent qualification. 2 to 3 years appropriate experience. Knowledge of prescripts, policies and practices. Problem solving skills, Planning and Organising skills. Good Financial Management, Communication and Client Orientated and Customer Focused. Willingness to work under pressure and irregular hours.

DUTIES : The successful candidate will be assisting with sourcing of services and goods. Ensure the safekeeping of stores. Assist with large volume printing/copying.

Assist with the issuing of goods. Update LOGIS. Arrange transport and delivery of documents.

ENQUIRIES : Mr Pieter Pretorius: pieter@po.gov.za

POST 04/91 : **MESSENGER/DRIVER**
Unit: Office of the Director-General

SALARY : R73 584 per annum Level 4
CENTRE : Pretoria
REQUIREMENTS : Grade 8 or ABET Levels 1–3, Experience in performing general administrative functions will be a recommendation. Candidates with prior learning, experience or alternative courses, may also apply. A valid driver's license is required. Good communication skills and Planning skills. Good driving skills and the ability to obtain a confidential security clearance within a year of appointment.

DUTIES : Deliver and collect correspondence internally. Render postal and external delivery services. Assist with photo-copy services. Keep a register of documentation received and delivered. Transport personnel within the Ministry. Execute any other functions, as directed by the Minister and rendering driver service for the Department.

ENQUIRIES : Mr Pieter Pretorius: pieter@po.gov.za

POST 04/92 : **FOOD SERVICES AID**

Salary : R73 584 per annum Level 4
CENTRE : Pretoria
REQUIREMENTS : The candidate must be in possession of ABET plus 1 to 2 years working experience in Food Service Aid. Good communication skill. Good planning and organising skill. Willingness to work under pressure and irregular hours. Ability to work under minimal supervision.

DUTIES : The successful candidate will be responsible for preparing of venues for meetings, functions, etc; The provision of water and beverages at offices, venues and functions; The ordering, placement and distribution of refreshments; The cleaning of utensils, dishes, cups, glasses etc; The safekeeping of catering equipment and stock.

ENQUIRIES : Mr Pieter Pretorius: pieter@po.gov.za