

## DEPARTMENT OF TRADE AND INDUSTRY

**APPLICATIONS** : Applications can be submitted to: By post to the Registry Office, The Department of Trade and Industry, Private Bag X84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or E-mailed to [applications@thedti.gov.za](mailto:applications@thedti.gov.za) (Reference must appear in subject line of e-mail). Should you experience any problem submitting your application contact the Recruitment Office on 012 394 1809.

**CLOSING DATE** : 31 March 2017

**NOTE** : Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) or <http://www.thedti.gov.za/careers>. EE requirements: In terms of the dti's EE requirements preference will be given to Coloured, Asian and White candidates as well as people with disabilities. Short-listed candidates will be subjected to a technical exercise. Recommended candidates will undergo personnel suitability checks. The dti is committed to the pursuit of diversity and redress. Applicants who do not meet the minimum qualification requirements, but who have extensive relevant experience will also be considered, with the exception of SMS level posts where candidates who meet the minimum qualification requirements as set by DPSA. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after this date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dti reserves the right not to fill any advertised position(s).

## OTHER POST

**POST 12/28** : **PERSONAL ASSISTANT TO THE CHIEF AUDIT EXECUTIVE REF NO: ODG/AUDIT 037**

**SALARY** : R262 272 per annum (excluding benefits), Level 08

**CENTRE** : Pretoria

**REQUIREMENTS** : Mandatory requirements: Matric + Diploma in Secretarial and/or Office Management. 2 - 3 years' experience in an office administration environment. Computer literacy (MS Office) Key requirements: Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Business knowledge of the dti. Communications skills. Listening skills. Interpersonal skills. Telephone etiquette. Customer service. Minutes taking.

**DUTIES** : Screening calls and receiving external and internal visitors. Preparing audit committee reports, letters, submissions and memos. Distribute and track outgoing and incoming correspondence. Diary management and prepare necessary meeting documentation's-ordinate travel arrangements, advances, claims and requisitions for senior managers. Processing all requisitions for goods and services, including stationery for the unit. Plan and coordinate Unit's event. Document management. Leave management. Coordinate submission of Performance Management documents.