

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER**

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 women and people with disabilities will receive preference.

- APPLICATIONS** : Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho. Post to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605
- CLOSING DATE FOR ATTENTION** : Tuesday, 08 May 2017
- NOTE** : Mnikelo Mbangi
- : Applications must be submitted on the Z83 Form 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: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Office of The Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POST

- POST 16/29** : **ADMINISTRATOR: PROVINCIAL BROADBAND 2 POSTS REF NO: OTP/01/04/2017**
(One year Contract)
- SALARY** : All inclusive package of R211 194 per annum, Level 07. Annual progression up to a maximum salary of R248 781 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE REQUIREMENTS** : Bhisho
- : Grade 12 or equivalent qualification. 1 -2 years' experience in an administration environment. Proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook). Knowledge and application of Batho Pele Principles. Proven ability to resolve problems independently. Proven ability to work under taxing circumstances. Well-developed interpersonal communication (both verbal and written) skills.
- DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function), Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the Component: Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery. Keep and maintain the asset register of the component. Provide Personnel Administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Arrange travelling and accommodation, Provide financial administration support services in

ENQUIRIES

the component: Capture and update expenditure in component, Check correctness of subsistence and travel claims of officials and submit to manager for approval, Handle telephone accounts and petty cash for the component.
: Mr M Mbangi Tel no: (040) 609 6424/6290/48