

DEPARTMENT OF COMMUNICATIONS

- APPLICATIONS** : Forward your applications to :The Director General of the Department of Communications, Private Bag X812, Pretoria, 0001 or hand deliver to : 1035 Tshedimoseetso House, Cnr Francis Baard & Festival Street, Hatfield , Pretoria
- FOR ATTENTION** : Mr A Khameili
- CLOSING DATE** : 20 October 2017
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) at the time of application, if not the application will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department of Communications reserves the right not to fill the advertised post.

OTHER POST

- POST 40/01** : **ADMINISTRATIVE ASSISTANT: LEGAL SERVICES REFERENCE NUMBER: AA: LS/09/01**
- SALARY CENTRE REQUIREMENTS** : R183 558.00 per annum excluding benefits
Pretoria
A National Diploma in Public Administration or Office Management and Technology with general office administration and secretarial experience. Knowledge and understanding of record keeping and document management and MS Office Suite (Microsoft Word, Power Point, Access and Excel). Skills: Good organisational, communication and interpersonal skills. Ability to work independently. Ability to work effectively and efficiently under pressure in order to meet deadlines. Knowledge and ability to act with tact and discretion. Willingness to work long hours and under pressure.
- DUTIES** : Provide a secretarial/receptionist support service to the manager. Render administrative support services to the Directorate. Remain up to date with regard to prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Ensure filing (high volume) and safekeeping of documents. Provide support regarding meetings/training. Handle travel and accommodation arrangements, subsistence & Travel (S&T) claims and budget cash flow information. Support the office with the administration of the budget. Liaise with stakeholders.
- ENQUIRIES** : Mr T Kgarabjang, Tel 012 473 0478