

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 16 February 2018, 15h45.
- NOTES** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that faxed, e-mailed and late applications will not be accepted.

OTHER POST

- POST 03/63** : **ADMINISTRATIVE SECRETARY: CHIEF DIRECTORATE: LEADERSHIP AND HUMAN RESOURCES REVIEWS NO: AS/CDLHRR/01/18.**
- SALARY** : R183 558 per annum (Salary Level 6)
- CENTRE** : Head office, Pretoria
- REQUIREMENTS** : An appropriate Senior Certificate (Grade 12) coupled with typing competency. A three-year Secretarial Diploma in Office Administration will be an added advantage. Operational knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook. Effective administrative, organisational and communication at all levels. Understanding of office work processes. Ability to work with medium size to large filing systems will be essential. An assertive, trustworthy professional with integrity. Good interpersonal relations. Creative, motivated, self-driven, result orientated and have initiative. Ability to work independently, under pressure and as part of a team. A driver's license will be an added advantage.
- DUTIES** : The successful candidate will be responsible for administrative and secretarial support to the Chief Directorate. Researching and preparing information and supporting data for meetings and projects. Administering office expenditure including submissions of subsistence and travel claims. Administering/ drafting and typing correspondence/documents including PowerPoint presentations. Maintaining and managing the filing system for the Chief Directorate. Organising meetings and taking minutes during the meetings. Coordinating the Chief Directorate's programmes. Organising office logistical matters including travel arrangements for the Chief Directorate. Acting as a general receptionist and records appointments and events in the diary of the Directors. Liaising with stakeholders regarding office operation. Assisting managers with various administrative tasks. Serve as the Personal Assistant to the Chief Director.
- ENQUIRIES** : MS Amanda Kelengeshe Tel No: (012) 352 1146