

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to The Department of Planning, Monitoring and Evaluation, attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. www.dpme.gov.za
- CLOSING DATE** : 02 February 2018t 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Note: Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, 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 will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

- POST 03/64** : **TEAM SECRETARY REF NO 001/2018**
Directorate: Human Resources Management
- SALARY CENTRE REQUIREMENTS** : R183 558. – R216 216. per annum (salary level 6) plus benefits
Pretoria
A relevant 3 year tertiary qualification (NQF 6) or equivalent with a minimum of 3 years experience in secretarial, administration or related field in private or public sector. The ideal candidate should have good oral and written communication skills and be able to organize their work using tools like MS Office (MS Word, PowerPoint, Excel, Outlook and Internet) and office equipment. The candidate must have the following skills: Telephone etiquette; ability to understand policies; planning and organisational skills; good interpersonal and communication skills. Must have good written communication skills; knowledge of documents

DUTIES

management, tracking and filing systems; ability to act with tact and discretion; high level of reliability and must be well groomed and presentable.

: The successful candidate will be responsible for rendering a secretarial and clerical/administrative support service to the Head of the unit and the unit. This entails performing the following duties: manage Head of the unit's diary, make travel and meeting arrangements for the unit, process travel and subsistence claims for the unit, prepare and maintain appropriate filing systems, manage leave register, telephone accounts, etc. Provide support to the Head of the Unit regarding meetings, including inter alia, taking minutes and managing the correspondence (receiving and distribution). Record unit's expenditure. Remain up to date with regard to prescripts/policies and procedures applicable to the unit's work terrain to ensure efficient and effective support to the unit. Provide general support to visitors and act as the point of contact for internal and external clients and ensure Procurement of office supplies.

ENQUIRIES

: In connection with the applications kindly contact Ms J Mchunu, Tel No. (012) 312-0462.