

DEPARTMENT OF ENERGY

<u>APPLICATIONS</u>	:	The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
<u>FOR ATTENTION</u>	:	Mr. D Mbhokota/ Mr. T Kekana/ Peter Ndlovu
<u>CLOSING DATE</u>	:	08 June 2018
<u>NOTE</u>	:	Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB email or fax applications will not be accepted.

OTHER POST

<u>POST 21/02</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	R266 611 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	An appropriate Bachelor's Degree/National Diploma in Office Administration/ Office Management and Technology/ Public Administration coupled with one (1) year relevant experience. Plus the following competencies Knowledge of: Relevant Legislation/policies/prescripts and procedures, basic knowledge on financial administration. Skills: Excellent Interpersonal skills, Minute taking, Good telephone etiquette, exceptional organising and planning skills, ability to work independently and under pressure and in a team, Time management and pro-activeness, problem solving skills and results orientated, computer literacy(Microsoft Word, PowerPoint, Email, Internet and Excel). Communication: Good verbal and written skills. Creativity: Analytical, Information evaluation, Decision Making, Conceptual thinking, ability to do research and analyse documents and situation.
<u>DUTIES</u>	:	Provide secretariat/Personal assistant services to the manager. Render administrative support services. Provide support to the manager regarding meetings. Support the manager with the administration of the manager's budget. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the applications thereof are understood properly.
<u>ENQUIRIES</u>	:	Ms M Mpuru ☎012 406 7330