

## DEPARTMENT OF COMMUNICATIONS

- APPLICATIONS** : The Director-General, Department of Communications, Private Bag X812, Pretoria, 0001 or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival Street, Hatfield, Pretoria.
- FOR ATTENTION** : Mr A Khameli
- CLOSING DATE** : 06 July 2018 @ 16h00 (Applications received after the closing date will not be considered).
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://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 Qualification Authority (SAQA). 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).

## OTHER POST

- POST 25/01** : **ADMINISTRATIVE ASSISTANT REF NO: AA/DOC/07 (X3 POSTS)**  
CD: Corporate Services  
D: Financial Management and Administration  
D: Strategic Planning Monitoring and Performance Monitoring
- SALARY** : R183 558 per annum (Level 06) excluding benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: Applicants must be in possession of a Diploma in Secretarial studies/Office Administration/Management and related field with two years of experience in office management. Special requirements / skills needed: Excellent interpersonal skills. Good communication skills (written and oral), exceptional organising and planning skills. Ability to work independently, under pressure and in a team. Time management and proactiveness. Problem solving skills and results orientated individual. Attention to detail. Computer literate (Microsoft Word, Power Point, Access and Excel). Job Knowledge: Report writing, compilation and collation of information from other sections. Advanced minute taking and development of action plans. Credible and proven experience in the secretarial and administrative function of an organisation.
- DUTIES** : Provide administrative general administration support. Write routine notes, memos, letters and reports. Maintain an effective filing and document tracking system (electronic and physical). Manage the Chief Director/Director, diary (electronic and manual) and maintain an appropriate schedule for appointments. Develop new ideas to change existing procedures so as to improve filing, tasking and document tracking. Create and maintain databases of internal and external stakeholders. Coordinate effective internal and external meetings, appointments and events. Compile agenda and take accurate minutes during meetings. Diary and calendar management. Receive visitors, and organise parking and refreshments. Handle travel and accommodation arrangements, subsistence & Travel (S&T) claims and budget cash flow information. Manage the leave register. Budget and projections administration.
- ENQUIRIES** : Ms Baarata Motlhaoleng, Tel No: (012) 473 0374