

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

- APPLICATIONS** : Online applications can be submitted on <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>. Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- CLOSING DATE** : 03 August 2018 at 16:00
- NOTE** : DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 021 424 8677 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. 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.

OTHER POST

- POST 29/37** : **OFFICE ASSISTANT (REF NO: 3/2/1/2018/236)**
Branch: Financial Services
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)
Pretoria
National Diploma in Office Administration/Public Administration. 1 year experience in rendering secretarial and support services to Senior Management. Job related knowledge: Government systems and structure and office administration; Understanding of the management information and formal reporting system; Professional office etiquette. Job related skills: Good interpersonal relations; Communication (Verbal and written); Organisational and planning; Good reporting; Computer literacy. Ability to take initiative and work independently. Ability to maintain confidentiality.
- DUTIES** : Render administration, secretarial and support services to the CFO. Receive and screen incoming calls on behalf of the CFO and take messages when required. Develop and update contact database. Mailing, faxing, photocopying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the CFO. Ensure that OFTAR's and DOTR's for CFO are completed and approved. Compile and submit S&T's and SMS claims for the CFO. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring incoming and outgoing correspondence to the relevant officials (emails, sms and telephone). Manage the diary for the Chief Directorate. Arrange and coordinate meetings on behalf of the CFO (Workshops, shortlisting's, interviews, Monthly

Management and Staff meetings). Circulation of invitation for CFO meetings. Making appointments for internal and external clients. Receiving and attending walk-in clients and other stakeholders. Sending meeting reminders. Draft memos, letters and reports. Type/ draft letters to stakeholders, memorandums (petty cash, stationary, office equipment: laptops, toners). Record minutes/ decisions from meetings and communicate with relevant role players. Use a tape recorder to record minutes. Provide secretarial services for Committees and Forums. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the Office of the CFO and track the implementation thereof.

NOTE

: Coloured, Indian and White males and African, Coloured, Indian White females and Persons with disabilities are encouraged to apply.