

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.

CLOSING DATE : 31 August 2018 at 16:00

NOTE : All applicants must be SA Citizens/Permanent Residents. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report on their qualification(s). It is compulsory that all applicants declare any pending criminal, disciplinary or any other allegations or investigations against them. The successful candidate will be subjected to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, ID and certified copies of qualifications (certification should not be more than six (6) months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments. We thank you for the interest shown in MISA.

MANAGEMENT ECHELON

POST 33/14 : **CHIEF DIRECTOR: FRAMEWORK CONTRACTS AND INFRASTRUCTURE PROCUREMENT REF NO: MISA/CD: FCIP/001**

SALARY : R1 127 334 – R1 347 879 Total cost package per annum

CENTRE : MISA Head Office, Centurion

REQUIREMENTS : An appropriate 3-year Degree in Built Environment or equivalent qualification at NQF level 7 and 6-10 years' experience at a senior management level within Supply Chain Infrastructure Procurement Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management Technical competencies: In depth knowledge and understanding of: Engineering and Professional judgement, Contract Management, Engineering, legal and operational compliance Knowledge of Supply Chain Management for Infrastructure Projects, Government systems and structures, Co-operative governance systems and legislation, Local government transformation and Knowledge of local socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties: Oversee the development of the national framework for contracting, Manage and guide the implementation of national framework for contracting municipal infrastructure goods and services, Oversee the development of the generic municipal infrastructure procurement strategy, Oversee the development of institutional capacity and capabilities within municipalities to procure infrastructure goods and services.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257

APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers4@pmramabu.co.za

POST 33/15 : **CHIEF DIRECTOR: INFRASTRUCTURE DELIVERY MAINTANCE AND STAKEHOLDER COORDINATION REF NO: MISA/CD: TS/002**

SALARY : R1 127 334 – R1 347 879 Total cost package per annum
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate 3-year Degree in Built Environment or equivalent qualification at NQF level 7 and 6-10 years' experience at a senior management level Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management Technical competencies: In depth knowledge and understanding of: Engineering and Professional judgement, Contract Management, Engineering, legal and operational compliance, Engineering operational communication, Government systems and structures, Co-operative governance systems and legislation, Local government transformation and Knowledge of local socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties: Manage technical support based on identified needs of targeted municipalities to improve infrastructure delivery, operations and maintenance, Manage support to municipalities in planning for land use management, Manage sector collaboration on infrastructure planning (in particular IDPs) and delivery in municipalities, Manage and guide the establishment and maintenance of the stakeholder relations (i.e Government Departments, private sector, donors and government owned companies) towards delivering municipal infrastructure.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers5@pmramabu.co.za

POST 33/16 : **CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: MISA/CD: CMS/003**

SALARY : R1 127 334 – R1 347 879 Total cost package per annum
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate 3 Years Degree in Public Administration/ Management, Law/ Human Resources NQF Level 7. A postgraduate qualification in any of the above fields will be an added advantage with 6-10 years' experience at senior management level Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management Technical competencies: In depth knowledge and understanding of: Human Resource Regulatory environment, Organisational strategy, Policy formulation, Communication, Public Service Legal Framework, Facilities and Security, Financial Management, Public Service Management Framework and Labour Legislation.

DUTIES : The successful candidate will perform the following duties: Provide strategic management in the Human Resource Management, Labour/Employee Relations and Human Resource Development, Provide strategic management in the Organisational Development, Manage Communications, Manage Legal services, Manage Security and Facilities Management functions.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers6@pmramabu.co.za

OTHER POSTS

- POST 33/17** : **SPECIALIST ENGINEER: ENERGY REF NO: MISA/ENERGY/17**
Branch: Technical Support Services
- SALARY** : R1 459 887 - R2 086 908 Total cost package per annum (OSD)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Master's degree in Electrical Engineering or Equivalent qualification and Ten (10) years post-qualification experience in Electrical Engineering and registered as Professional Engineer/Technologist with ECSA. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge, Engineering and professional judgement, Contract Management, Knowledge of local socio-economic infrastructure, Engineering, legal and operational compliance and Engineering operational communication.
- DUTIES** : The successful candidate will perform the following duties: Provide support on specialized engineering services in accordance with South African Policies, Act, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems to solve complex engineering challenges and improve efficiency and enhance safety, Lead and coordinate advance research or knowledge application, Provide expert advise on specialized engineering field, Develop and review municipal sector master plans.
- ENQUIRIES** : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers1@pmramabu.co.za
- POST 33/18** : **SPECIALIST ENGINEER: ROADS AND STORMWATER REF NO: MISA/ROADS/18**
- SALARY** : R1 459 887 – R2 086 908 Total cost package per annum (OSD)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Master's degree in Civil Engineering, Specialising in Roads and Stormwater or Equivalent Qualification and Ten (10) years post-qualification experience in Civil Engineering and registered as Professional Engineer/Technologist with ECSA. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge, Engineering and professional judgement, Contract Management, Knowledge of local socio-economic infrastructure, Engineering, legal and operational compliance and Engineering operational communication.
- DUTIES** : The successful candidate will perform the following duties: Provide support on specialized Roads and Stormwater engineering services in accordance with South African Policies, Act, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems to solve complex engineering challenges and improve efficiency and enhance safety, Lead and coordinate advance research or knowledge application, Provide expert advise on specialized engineering field, Develop and review municipal sector master plans.
- ENQUIRIES** : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers2@pmramabu.co.za

POST 33/19 : **SPECIALIST ENGINEER: WATER AND SANITATION REF NO: MISA/WATER/19**

SALARY : R1 459 887 – R2 086 908 Total cost package per annum (OSD)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Master’s degree in Civil Engineering, Specializing in Water and Sanitation or Equivalent qualification and Ten (10) years post-qualification experience in Civil Engineering and registered as Professional Engineer/Technologist with ECSA. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management
Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge, Engineering and professional judgement, Contract Management, Knowledge of local socio-economic infrastructure, Engineering, legal and operational compliance and Engineering operational communication.

DUTIES : The successful candidate will perform the following duties: Provide support on specialized water and sanitation engineering services in accordance with South African Policies, Act, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems to solve complex engineering challenges and improve efficiency and enhance safety, Lead and coordinate advance research or knowledge application, Provide expert advise on specialized engineering field, Develop and review municipal sector master plans.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers3@pmramabu.co.za

POST 33/20 : **ASSISTANT DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: MISA/ASD: SFM/006**

SALARY : R356 289 – R419 679 per annum
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate 3-year National Diploma or Degree in Security Management field discipline/ Public Administration or equivalent qualification NQF Level 6 with 3-5 years’ experience in the relevant field. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication and Intergovernmental Relations (IGR) Core Competencies: Applied Strategic Thinking, Problem Solving and Decision Making, Project Management, Team leadership, Diversity Management, Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Minimum Information Security Standards (MISS), Public Finance Management Act (PFMA), Contract and Property Management, Occupational Health and Safety Act and Training in SSA Security Advisory.

DUTIES : The successful candidate will perform the following duties: Implement security and facilities management policies and systems, Assist in the management of the security services in the organisation including access control, vetting and designation of security zones, Assist in monitoring the physical security measures in line with the Minimum Information Security Standards (MISS), Assist in the management of the provision of adequate facilities like transport, Office space, Building and maintenance, the travel contract, registry, cleaning and refreshments in the organisation, Conduct vetting and screening to the Organizational staff, Liaise and interact with Head of Vetting and Screening, Coordinate screening of recommended candidates for employment, Provide pre-employment screening results to the Head: HR, Develop and implement security breaches reporting procedures, Investigate all reported security breaches incidents and write reports and report the security breaches to the SSA or SAPS.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257

APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers8@pmramabu.co.za

POST 33/21 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: MISA/ASD: ACQ/007**

SALARY : R356 289 – R419 679 per annum
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate 3-year National Diploma or Degree in Supply Chain Management/ Finance/ Commerce/ Public management or equivalent qualification NQF Level 6 with 3 years' experience in Supply Chain Management/ Procurement. Process Competencies: Reliability, Supervising skills, Time Management, Communication (Written and Verbal), Interpersonal Relations, Planning and Organising, Team work, Client Orientation and Customer Focus. Technical competencies: In depth knowledge and understanding of: Supply Chain Management processes, Treasury Regulations, Public Finance Management Act (PFMA), PPPFA and BBBEE, Tender and Contract Administration.

DUTIES : The successful candidate will perform the following duties: Effectively lead and manage a team that render Acquisition Management services, Manage all departmental requests for goods or services, Develop and implement Acquisition Management policies and procedure manuals, Liaise, correspond, advise on SCM regulations and meet with users with regards to all procurement needs, documents and bid committees requirements, Verify quality of submissions in terms of bid advert and bid committees, Prepare Bid committee reports, Maintain and monitor proper manual and / electronic records of all quotations, purchase orders and tender files. Ensure compliance with all frameworks/ legislations that governs SCM, Report on procurement activities to management & National Treasury, Assist in compilation of the Procurement Plan and related report, Plan, organise and ensure that work is allocated effectively to achieve objectives of the unit and department, Manage the performance and development of the SCM officials, Perform other SCM related functions as directed by the Line Manager.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers9@pmramabu.co.za

POST 33/22 : **LEGAL ADMINISTRATION OFFICER (OSD) REF NO: MISA/LAD/12**

SALARY : R353 253- R867 399 Total cost package per annum (OSD MR4 – MR5)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate LLB Degree or equivalent and must be admitted as an attorney or advocate of the High Court through completion of pupillage with 5-14 years post qualification experience in the legal profession. Process Competencies: Problem Solving and Analysis, People management and Empowerment, Client orientation and Customer Focus, Communication (Verbal & Written) and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Office Administration, Public service Act, Public Finance Management Act, Treasury Regulation, Procurement Regulations and Departmental Policies.

DUTIES : The successful candidate will perform the following duties: Handling legal matters that impact on the work of MISA including litigation support, Drafting/vetting/ editing contracts, SLAs, MOUs, debt collection, Serving on various committees/bodies, Rendering legal advice on a wide range of areas including procurement, labour, legislation, contract and policy advice, interpretation of legislation and policies and advice on the infrastructure procurement regulatory framework.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers14@pmramabu.co.za

POST 33/23 : **INTERNAL AUDITORS REF NO: MISA/IA/13 (X2 POSTS)**

SALARY : R299 709 – R353 043 per annum
CENTRE : MISA Head Office, Centurion

- REQUIREMENTS** : An appropriate National Diploma or Degree NQF Level 6 in Internal Audit or equivalent qualification with 1-3 years' appropriate experience in Internal Auditing. Process Competencies: Service delivery, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication (Verbal & Written) and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Operational and performance Audits, Risk Management and Auditing practices, The Public Finance Management Act and Development of policies.
- DUTIES** : The successful candidate will perform the following duties: Provide registry services: Assist in the initial communication with auditee, gathering of auditee background information, developing of system descriptions, process flows and audit programs, Conduct audits and investigation for the organisation as required by the audit standards, Draft and discuss the audit findings with the supervisor and management, Follow-up on internal audits recommended for management actions.
- ENQUIRIES APPLICATIONS** : Mrs Molatelo Ramabu Tel No: 072 312 7257
: Please forward your application, quoting the relevant reference number, to careers15@pmramabu.co.za
- POST 33/24** : **SUPPLY CHAIN PRACTITIONER DEVELOPMENT REF NO: MISA/SCP/14**
- SALARY CENTRE REQUIREMENTS** : R299 709 – R353 043 per annum
: MISA Head Office, Centurion
: An appropriate 3 years National Diploma or Degree or equivalent qualification NQF Level 6 in Supply Chain Management/ Finance/ Commerce/ Public Management with 2-3 years' working experience in Supply Chain Management/ Procurement. Process, Client Orientation and Customer Focus, Communication (Verbal & Written), Reliability, Time Management, Interpersonal Relations, Planning and Organising and Team work. Technical competencies: In depth knowledge and understanding of: Supply Chain Management processes, Treasury Regulations, PFMA, PPPFA and BBBEE, Tender and Contract Administration.
- DUTIES** : The successful candidate will perform the following duties: Implement Supply Chain Management policy and ensure that all procurement of goods or services is in accordance with delegations and directives, Review Specifications and Terms of Reference received, Verify quotations batch for correctness, Perform Bid Administration functions including compiling of bid documents, advertising of bids, organising briefing sessions, administer opening of bid box, accurate recording of bids received and render secretariat services to the Bid Committees Maintain electronic and manual filing of bid documents, Maintain a requisitions, Purchase Orders and Bid Registers, Implement effective utilisation of Central Supplier Database, invite tenders and update the tender register, Ensure compliance with SCM legislation and policies, Prepare management information and statistics and report as required, Monitor and follow up on outstanding requests and documents, Supervise and develop subordinates
- ENQUIRIES APPLICATIONS** : Mrs Molatelo Ramabu Tel No: 072 312 7257
: Please forward your application, quoting the relevant reference number, to careers16@pmramabu.co.za
- POST 33/25** : **ADMINISTRATIVE OFFICER: TECHNICAL SUPPORT SERVICES REF NO: MISA/ADM/11 (X8 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R242 475 – R285 630 Per annum
: MISA Head Office, Centurion
: An appropriate 3 year National Diploma or equivalent qualification NQF Level 6 with 1-2 years' experience in related field. Process Competencies: Problem Solving and Decision Making, Client Orientation and Customer Focus, Diversity Management, Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Office administration, Secretarial functions and Computer Literacy.
- DUTIES** : The successful candidate will perform the following duties: Assist in the administration of projects, programme and branch events, Establish and maintain

- filling and document retrieval system for the Technical support, Provide administrative service for the unit, Responsible for the acquisition of assets, register of assets and ordering stationery, Generate and follow up on internal and external correspondence including management of information from the Provinces, Facilitate the process of payments of invoices from service providers for the unit.
- ENQUIRIES APPLICATIONS** : Mrs Molatelo Ramabu Tel No: 072 312 7257
: Please forward your application, quoting the relevant reference number, to careers13@pmramabu.co.za
- POST 33/26** : **ASSET REGISTER AND ADMINISTRATOR REF NO: MISA/ASS/15**
- SALARY CENTRE REQUIREMENTS** : R242 475 – R285 639 per annum
: MISA Head Office, Centurion
: An appropriate 3 years National Diploma or Degree or equivalent qualification NQF Level 6 in Finance/Supply Chain Management/Public Management with 1-2 years' working experience in Asset Management. Process, Ability to work under pressure Client Orientation and Customer Focus, Communication (Verbal & Written), Time Management, Interpersonal Relations, Planning and Organising and Team work. Technical competencies: In depth knowledge and understanding of: Asset Management and Supply Chain Management processes, Treasury Regulations, PFMA, PPPFA and BBBEE.
- DUTIES** : The successful candidate will perform the following duties: Barcoding and verification of assets upon delivery, Ensuring documentation are recorded of all internal and external asset movements, Ensure that assets are recovered from employees that are exiting the organisation, Identification of obsolete, redundant and damaged asset, isolate this asset for disposal, Ensuring all departmental assets are in the correct location and inventory list in offices are accurate and complete, Performing bi-annual and annual verification of all departmental assets, Capturing all departmental assets on the asset register, Maintain an efficient and effective filling system for asset related documents, Perform other related Assert functions as directed by the manager.
- ENQUIRIES APPLICATIONS** : Mrs Molatelo Ramabu Tel No: 072 312 7257
: Please forward your application, quoting the relevant reference number, to careers17@pmramabu.co.za
- POST 33/27** : **BID ADMINISTRATOR REF NO: MISA/BID/16**
- SALARY CENTRE REQUIREMENTS** : R242 475 – R285 630 per annum
: MISA Head Office, Centurion
: An appropriate 3 years National Diploma or Degree or equivalent qualification NQF Level 6 in Supply Chain Management/ Finance/ Commerce/ Public Management with 1-2 years' working experience in Supply Chain Management/ Procurement. Process: Client Orientation and Customer Focus, Communication (Verbal & Written), Reliability, Time Management, Interpersonal Relations, Planning and Organising and Team work. Technical competencies: In depth knowledge and understanding of: Supply Chain Management processes, Treasury Regulations, PFMA, PPPFA and BBBEE, Tender and Contract Administration.
- DUTIES** : The successful candidate will perform the following duties: Source quotation for goods and services, Prepare purchase orders for approval, Perform Bid Administration functions including compiling of bid documents, advertising of bids, administer closing of bid box, accurate recording of bids received and render secretariat services to the Bid Committees, Maintain efficient and effective filling of bid documents, Maintain Electronic and manual filling of requisitions received and purchase orders issued. Perform other related functions as directed by the line manager.
- ENQUIRIES APPLICATIONS** : Mrs Molatelo Ramabu Tel No: 072 312 7257
: Please forward your application, quoting the relevant reference number, to careers18@pmramabu.co.za

POST 33/28 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES REF NO: MISA/SA: FAS/008**

SALARY CENTRE REQUIREMENTS : R242 475 – R285 630 per annum
: MISA Head Office, Centurion
: An appropriate 3 year National Diploma or Degree in Cost and Management Accounting or Financial Accounting/Financial Management or equivalent qualification NQF Level 6 and 1-2 years' experience in the finance field. Process Competencies: Financial Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Public Finance Management Act, 1999 (Act No. 1 of 1999) and the Treasury Regulations, General ledger reconciliation and analysis, Pastel or VIP system and salary related payments.

DUTIES : The successful candidate will perform the following duties: Monthly reconciliation of third party payments, clearing of suspense accounts, Process payments of invoices, Process month-end and year-end closures, Reconcile of general ledger accounts, Follow up departmental debtors and maintain the filing system.

ENQUIRIES APPLICATIONS : Mrs Molatelo Ramabu Tel No: 072 312 7257
: Please forward your application, quoting the relevant reference number, to careers10@pmramabu.co.za

POST 33/29 : **ADMINISTRATIVE ASSISTANT: FINANCIAL MANAGEMENT SERVICES REF NO: MISA/ FMS/009**

SALARY CENTRE REQUIREMENTS : R196 407 – R231 351 per annum
: MISA Head Office, Centurion
: An appropriate Senior Certificate or qualification with appropriate experience of office management and administration. Process Competencies: Planning and Organising, Telephone Etiquette and Typing skills Technical competencies: In depth knowledge and understanding of: Office Management and administration, Secretarial functions and Office administrative systems.

DUTIES : The successful candidate will perform the following duties: Develop and manage the efficient filing system and flow of documents in the programme, Receive and distribute documents, Record documents in the appropriate registers, File and manage the paperwork of the unit, Establish effective document tracking systems, Provide secretarial support services, Co-ordinate and prepare documentation for meetings/workshops, Compile minutes/report, Draft memos and correspondence letters, Manage diary of the Supervisor, Arrange appointments and record events in the diary, Promote effective diary co-ordination in an electronic or at least on the manual system, Provide administrative Support services, Arrange logistics and related activities for travel, meetings, workshop and conferences, Manage the telephone and communication systems in the office, Purchase and order stationery and equipment, Manage inventory and equipment within the unit, Make copies, fax and email documents as required.

ENQUIRIES APPLICATIONS : Mrs Molatelo Ramabu Tel No: 072 312 7257
: Please forward your application, quoting the relevant reference number, to careers11@pmramabu.co.za

POST 33/30 : **RECEPTIONIST REF NO: MISA/REC/004**

SALARY CENTRE REQUIREMENTS : R163 563– R192 666 per annum
: MISA Head Office, Centurion
: An appropriate Matric Certificate with 1-2 years secretarial/receptionist experience Core Competencies: Good people skills, Communication skills, Ability to act with tact and discretion, High level of reliability Technical competencies: In depth knowledge and understanding of: Good telephone etiquette, Computer literacy and Sound organisational skills.

DUTIES : The successful candidate will perform the following duties: Provide a secretarial /receptionist support service to the offices of MISA, Receive telephone calls and refer the calls to the correct persons, Receive visitors to the offices of MISA, Co-

ordinate appointments with the appointments secretaries, Operate office equipment like fax machines and photocopiers, Provide a clerical support service to the office, Arrange meetings and events for the offices of MISA, Identify venues, invite role players and organise refreshments, Process the travels and subsistence claim of the staff in the offices of MISA, Draft routine correspondence and reports, Administer matters like leave registers and telephone accounts, Handle the procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts/policies and procedure applicable to her/his work terrain, Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly, Remain abreast with the procedures and processes that apply in the Public Service.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers7@pmramabu.co.za

POST 33/31 : **REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT REF NO: MISA/RC: HRM/10**

SALARY : R163 563 – R192 666 per annum
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Senior certificate or equivalent qualification
Process Competencies: Problem Solving, Planning and Organising, Communication (Verbal & Written) and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Filing system, Mail procedure manual, Promotion of access to information Act and National archives.

DUTIES : The successful candidate will perform the following duties: Provide registry services: Receive and register hand delivered files and documents, Keep good record and maintain registers. Render an effective filing and record management services: Opening and closing files according to record classification system, correct allocation of reference numbers according to the approved file plan, filling/storage, tracing (electronically/Manually) and retrieval of documents and files, complete index cards for all files, Ensure safe custody of all records. Process documents for archiving and/or disposal: Sort and package files for archives and distribution, Compile list of documents to be archived and submit to the supervisor, Dispose and transfer qualifying material to national archives. Distribute and collect documents on HRM & D matters.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers12@pmramabu.co.za