

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 02 November 2018 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed Z83 form, (unsigned Z83 forms will disqualify an application) which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric certificate must also be attached) and ID document and driver's licence (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including qualifications, financial, criminal record and citizenship check will be conducted on recommended candidates. Competency assessment may form part of the selection process. Department Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the rights not to fill or withdraw any advertised post.

OTHER POST

- POST 42/127** : **RECEPTIONIST REF NO: CORP SERVICES / REC 20/18**
(6 Months Contract)
- SALARY** : R163 563 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory requirements: Matric Certificate. 1 year Receptionist experience. Computer literacy (Microsoft Office package) and Telephone Etiquette.
- DUTIES** : Provide front-line receptionist services. Receive and attend to all visitors. Attend to and/or refer queries to respective officials. Make appointments upon request from visitors or staff. Receive goods and items on behalf of staff. Address electronic and telephone enquiries by responding to and/or route electronic enquiries to the relevant official. Attend to and/or route calls to the relevant officials. Provide secretarial support. Maintain electronic diaries. Book and make arrangements for meetings. Provide administrative support including typing documents (excel, word, power point, etc). Assemble and organise documents. Make photocopies, scan and file documents. Provide logistical support and order office stationery. Maintain incoming and outgoing registers. Register all documents, goods or items received in the relevant register. Inform relevant parties of documents, goods or items received.
- ENQUIRIES** : Enquiries should be directed to the recruitment office at (012) 394-5286/ 43097