The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS: Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria

CLOSING DATE: 31 May 2019 at 16:00

NOTE: Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including three recent and contactable referees) and Original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

OTHER POST

POST 17/01: SENIOR SECRETARY: OFFICE OF CHIEF DIRECTOR: CULURAL DEVELOPMENT REF NO: 11/DAC//2019

SALARY: R257 508 per annum (Level 07)

CENTRE: Pretoria

REQUIREMENTS: An appropriate three-year degree or National diploma and 1 – 2 years’ relevant work experience in rendering administration support services to a senior manager or a Senior Certificate and a minimum of 3 – 5 years’ experience in rendering secretarial/administration support services to a senior manager, Knowledge and understanding of the Public Service systems/legislation/ policies/prescripts, Knowledge and understanding of the PFMA, Knowledge and understanding of the Supply Chain Management procedures and processes, Knowledge and implementation of the Batho Pele Principles, Advanced computer skills in MS Word, PowerPoint and Outlook (MS Access will be an advantage), Knowledge of the LOGIS system would be an advantage, Excellent communication skills (written and verbal), Good interpersonal skills with the ability to deal with internal and external clients in a professional and tactful manner, Ability to work independently and without supervision, Ability to multi-task while working under pressure, Ability to solve problems creatively and practically, Highly organised and able to handle the diary of the Chief Director.
**DUTIES**

The successful candidate will provide secretarial/receptionist support service to the senior manager this will, inter alia, entail the following: receives telephone calls and use own discretion to decide to whom the call should be forwarded, manage the diary of the senior manager and exercises discretion in taking decisions on the schedule of the senior manager, performs advanced typing work, operates and ensures that office equipment, e.g. fax, machines and photocopier are in good working order, provide advanced clerical support service to the manager(s) and/or component, liaise with travel agencies to do travel arrangements, do quality control and assist in planning the itinerary efficiently and effectively, arrange meetings, workshops and events for the manager and other staff of the Unit, identify venues, invite role players, organise refreshments and ensures that all the relevant documents are available, processes the travel and subsistence claims of the manager/unit, processes all invoices and other documents that emanate from the activities of the manager/unit, prepares agendas, programmes and records minutes of meetings of the manager and the unit as far as capacity allows, drafts allocated correspondence and reports, do filing of documents for the manager and other staff of the unit, administers matters like leave registers and telephone accounts, receives, records and distributes all incoming and outgoing documents, handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit, collects and/or coordinate information for the manager as required, peruse agendas and meeting documents to identify the relevant documents that need to be available to the manager for the meeting, obtain quotations for the procurement of non-store items, remains abreast with the procedures and processes that apply in the office of the manager, collect and coordinate all the documents that relates to the budget, obtain the necessary signatures on documents like procurement advices and monthly salary reports, distribute documents like salary advices and IRP5 in the work environment.

**ENQUIRIES**

Ms P Mulaudzi Tel No: 012 441-3430