

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 80 Hamilton Street, Arcadia 0083 or 642 Cnr. Olivia street and Jacqueline Drive, Garsfontein Pretoria, Postal Address: P.O BOX 394, Menlyn, 0063 or by email: dpe@basadzi.co.za: Tel 012 998 8953/8049
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 18 September 2020
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POST

- POST 21/259** : **ASSISTANT DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL (PERSONAL ASSISTANT) REF NO DPE/2020/007**
Unit: Office of the Director-General

- SALARY** : R376 596 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a relevant undergraduate qualification at NQF level 7 recognised by SAQA accompanied by at least 5 years' appropriate executive office administration. Knowledge of general office administration and ability to operate and organise office efficiently. Analytical and innovative thinking ability as well as problem solving and interpersonal skills. High level of reliability. Ability to work under pressure.
- DUTIES** : Provide a secretarial and receptionist support service. Receive phone calls from a verity of sources and in addition to calls directly to the DG, apply discretion to redirect clients to appropriate organisational component/entity and finalise matters of a general or administrative nature. Performs advance typing work and the development of presentations. Operates and ensure that office equipment is in a working order by arranging the regular servicing thereof. Coordinate with the DG her/his engagements, keep a realistic schedule of the engagements of the DG and provide an early warning service. Coordinate and follow-up on input requirements of the DG for her/his scheduled engagements. Utilises discretion to accept or decline requests for meetings with the DG based on the importance of such requests. Coordinate the development of Office's Engagement Schedule. Renders administrative support services to the DG. Ensure the effective and timeous flow of submissions and reports to and from the Office of the DG. Ensure the safekeeping of all documents and electronic information in the Office of the DG in line with the approved File Plan, relevant legislation and policies. Obtain inputs on matters of a general nature and compile reports such as: Progress Reports, Monthly Reports. Analyse and quality assures submissions of a general nature and made notes/inputs to the DG. Draft responses on matters of a general nature (received from internal and external stakeholders) for consideration and sign-off by the DG. Draft on instruction correspondence for the DG. Maintain the document and information repository of the DG's Office in line with the approved File Plan and IT Security Plan. Ensure the regular back-up of electronic information technology systems used by the Office of the DG. Collects, collates and store information requested by the DG. Clarifies instructions and notes on behalf of the DG. Coordinate arrangements for the travel and accommodation of the DG. Prioritise matters within the Office of the DG. On instruction conduct research of a administrative nature and provide technical advisory services to the HOD. Research topics of a general nature on behalf of the HOD. Develop and publish position papers to be used by the HOD during interaction with stakeholders and meetings of a

general nature. Perform quality assurance. Develop and maintain an information repository of key information that is required by the HOD on a regular basis. Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify and manage the financial, human and equipment resources of the Office. Direct, manage and account for the utilisation of the Office's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Office. Direct the utilisation of technology in support of the Office's business processes.

ENQUIRIES

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Mr George Malatsi Tel No: (012) 431 1117