

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*

<b><u>APPLICATIONS</u></b>	:	<a href="mailto:advertisement01@dpsa.gov.za">advertisement01@dpsa.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	08 February 2021
<b><u>NOTE</u></b>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed new Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <a href="http://www.dpsa.gov-vacancies">www.dpsa.gov-vacancies</a> .

## OTHER POST

<b><u>POST 02/61</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION REF NO: DPSA 01/2021</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11), (An all-inclusive remuneration package) Annual progression up to maximum salary of R863 748.00 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate 3 year Degree or equivalent qualification. At least three (03) years' experience on Middle Management level. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy. Communication skills (verbal and written). Project Management and Financial Management Skills.
<b><u>DUTIES</u></b>	:	To manage the administrative activities within the office of the Executive Authority. Liaise with internal and external stakeholders. Supervise employee performing registry and messenger/driver services in the ministry and logistical support to meetings. Screening and distribution of documents within the executive office. Supervise records of submissions on soft and hard copies, including classification in accordance with the MISS prescripts. Manage capturing of information and ensure systems are effectively managed. Manage, co-ordinate and facilitate the budget in the Minister's office.
<b><u>ENQUIRIES</u></b>	:	Ms. Baarata Motlhaoleng at Tel No: (012) 336 1503