

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 03 December 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. applicants who do not comply with the above mentioned requirements will not be considered. Applications received after the closing date, e-mailed or faxed applications will not be considered. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

OTHER POST

- POST 41/01** : **SENIOR SECRETARY REF NO: DBE/64/2021**
Branch: Finance and Administration
Chief Directorate: Human Resource Management, Development and Labour Relations
- SALARY** : R211 713 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Application must be in possession of a Senior Certificate or equivalent qualification and one (1) year relevant experience and excellent typing skills; In addition, applicants must have proven proficiency and high competency in the area of computers, including knowledge of MS Word, Excel and Outlook. Applicants should have good communication and interpersonal skills and the ability to deal with database.
- DUTIES** : The successful candidate will manage all communication; screen incoming and outgoing calls in the Office of the Chief Director and ensure the efficient flow of information; Receive visitors; Arrange meetings and workshops; Provide administrative support; Manage the diary of the Chief Director; Setup appointments as well as arrange travel and accommodation; Compile and reconcile subsistence and travel claims; manage and draft correspondence; Receive, record, file, scan, and dispatch submissions and memos and ordering stationary for the Chief Directorate; Type documents as required. Arrange staff meetings; Assist in managing events, campaigns, celebrations and commemorations organised by the chief directorate. Perform any other duties as instructed by the Chief Director.
- NOTE** : Short-listed candidates will be required to undertake a computer test prior to the interview.