

**PROVINCIAL ADMINISTRATION NORTH-WEST  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 26 May 2023
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with disabilities, Youth, African Males, followed by African Females, White Males and White Females in the recruitment for these posts. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit only Z83 and detailed Curriculum Vitae with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. Incomplete Z83, Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

**MANAGEMENT ECHELON**

- POST 16/306** : **DIRECTOR: PREMIER SUPPORT REF NO: NWP/OOP/2023/34**  
Job Purpose: To manage the office and render support services to the Premier/member of the executive council.
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : Three- year tertiary appropriate qualification at NQF level 7 and /or equivalent qualifications (NQF level and credits). 6 – 7 years' applicable experience to the relevant field of which 5 years should be at middle management. Knowledge, Skills, and Competencies: Knowledge of Public Service Act, Public Service Regulations, Labour Relations, PFMA, Public Finance Regulation and Knowledge of Politics. Strategic capability and leadership, Programme and project management, financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

- DUTIES** : Ensure that administrative support is rendered to the Premier on parliamentary/legislature and Cabinet/Executive Council matters. Ensure that the required administrative functions are performed within the Office of The Premier. Assist The Premier with his/her constituency work. Assist The Premier with matters emanating from his/her portfolio and official matters emanating from other activities, e.g. Participation in Provincial Forums and Structures. Study the relevant Public Service and Departmental Prescripts/Policies and other documents to ensure that the application thereof is understood properly.
- ENQUIRIES** : Mr. EMS Matshe Tel No: 018 388 3014
- POST 16/307** : **DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITY COORDINATION AND MONITORING PROGRAMME REF NO: NWP/OOP/2023/35**  
Job Purpose: To manage the Office on the Status of Persons with Disabilities (OSPD) and the Office of the Rights of Older Persons (OROP) in the Provincial Government
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), (all-inclusive package)  
: Mmabatho  
: Three-year tertiary qualification in Public Administration or Social Sciences at NQF level 7 and /or equivalent qualifications (NQF level and credits). 6 – 7 years' applicable experience to the relevant field of which 5 years should be at middle management. Knowledge, Skills and Competencies: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service e.g. Archives and Records Service of South Africa Act, PFMA, Treasury Regulations, Division of Revenue Act (DoRA), Promotion to Access to Information, Public Service Regulations, Labour Relations Act and Auditing Principles. Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.
- DUTIES** : The coordination of integrated policy implementation on Rights of Persons with Disabilities and Older persons across the Departments and Municipalities. The coordination of Provincial rights-holders participation in programs for Persons with Disabilities and Older Persons. The Provincial Performance Monitoring and Evaluation of the Programs for the Rights of Persons with Disabilities and Older persons. The Mainstreaming of the Rights of Persons with Disabilities and Older Persons in the delivery of government programs.
- ENQUIRIES** : Ms. C.N Modise Tel No: (018) 388 5078
- POST 16/308** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: NWP/OOP/2023/36**  
Job Purpose: To manage the provision of administrative and secretariat support services to the Provincial Executive Council
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), (all-inclusive package)  
: Mmabatho  
: Three-year tertiary qualification at NQF level 07 and/or equivalent (NQF level and credits). 6-7 years' applicable experience in the relevant field of which 5 years should be at middle management. An admission and experience as an Attorney or Advocate will serve as an advantage. Knowledge, Skills and Competencies: Knowledge management, Service delivery innovation, Knowledge of economic and social development. Strategic capability and leadership, Programme and project management, financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.
- DUTIES** : Management the provision of administrative support and secretariat services to the North West Provincial Governance Structures: EXCO, EID, Social and Governance clusters; NWPPC and other Committees. Recording, communicating and record keeping of all decisions of the Executive Council, EXCO Cluster Committees, EXTECH and EXTECH Cluster Committees and filing of documents for the current and historical use. Facilitating meetings of the Executive Council with interest groups and the public as and when required: Manage and monitor the implementation of decisions and directives from EXCO, the 3 Clusters, EXTECH and NWPPC meetings; Manage the Exco Electronic action list. To record the discussions and decisions of these

- structures and to communicate decisions and directives to implementing structures. To ensure proper filling of all documents, control access to such document and to store documents in a manner that would preserve them.
- ENQUIRIES** : M. Tselangoe Tel No: (018) 388 4276
- POST 16/309** : **DEPUTY DIRECTOR: SERVICE DELIVERY AND INTERVENTION REF NO: NWP/OOP/2023/37**  
 Re-advert, Candidates who previously applied for this position with NQF Level 6 and/or equivalent qualification need not apply.  
 Purpose: To provide support on District wide Service Delivery Monitoring and Intervention
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive package)  
 Bojanala  
 Three-year qualification in Public administration, Development Studies, Social Science at NQF level 6 and/ or equivalent (NQF level and credits). 6-7 years' applicable experience in the relevant field of which three (3) years must be at Assistant Director Level. Knowledge, Skills and Competencies: Communication, Leadership, Planning and execution, PFMA, PSR, PSA and Risk Management. Computer literacy skills in Excel, Word, PowerPoint, Reporting skills, Clear and logical written and verbal reports, facilitation, coordination, High standard in problem solving, motivation and minimum guidance, Ability to scope events, activities and process well thought out work plans; Good communication skills; Problem solving skills; Report writing skills; Strong project management skills; Computer skills; Coordination; Planning and organization skills.
- DUTIES** : Provide support on the Coordination of the identification of Service Delivery needs in the District. Provide support on Coordination to the conclusion of referrals on service delivery needs across the district. Provide support on Facilitation of the integrated service delivery intervention. Provide support on the facilitation of integrated campaigns on the district public participation programmes.
- ENQUIRIES** : Mr. EMS Matshe Tel No: 018 388 3014
- POST 16/310** : **ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO: NWP/OOP/2023/38**  
 Job Purpose: To coordinate, monitor and implement Minimum Information Security Standards (MISS)
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
 Mmabatho  
 Three -year appropriate tertiary qualification in Security Management at NQF level 6 and/or equivalent (NQF level and credits). Registered Grades with PSIRA. Security Management Course and or Vetting Course from SANAI and other accredited Training Institutions will be an added advantage, 3-5 years' experience of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Knowledge of Minimum Information Security Standards (MISS) and other relevant prescripts, Good communication skills, Computer skills, People management, Problem solving, Planning and organising, Time Management, Leadership, Policy formulation and awareness.
- DUTIES** : Coordinate and monitor implementation of Minimum Information Security Standards (MISS) in the NWPG/Coordinate, monitor and implement Minimum Information Security Standards (MISS) in the Office of the Premier which includes Information Security Audits/Inspections/appraisals, Document Security, Personnel Security/Security screening, Computer Security, Communication Security and Breaches of Security.
- ENQUIRIES** : Mr. N.K Matshavhange / Mr. M.S Dince Tel No: (018) 888 4694/3789
- POST 16/311** : **ASSISTANT DIRECTOR: DISABILITY RIGHTS MAINSTREAMING – OFFICE ON THE STATUS OF PERSONS WITH DISABILITIES REF NO: NWP/OOP/2023/39**  
 Job Purpose: To promote and protect the Human Rights of the persons with disabilities.
- SALARY CENTRE** : R424 104 per annum (Level 09)  
 Mmabatho

<b><u>REQUIREMENTS</u></b>	:	Three -year appropriate tertiary qualification at NQF level 6 and/or equivalent (NQF level and credits). 3-5 years' applicable experience to the relevant field of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service e.g Archives and Records Service of South Africa Act, PFMA, Treasury Regulations, Division of Revenue Act (DoRA), promotion to access to information, Public Service Regulations, Labour Relations Act and Auditing Principles. Computer skills; People Management; Problem Solving; Planning and Organizing; Time Management; Strategic Planning; Policy Analysis and development; Good Communication; Diversity Management; Facilitation; Co-ordination and Leadership.
<b><u>DUTIES</u></b>	:	Management of the stakeholders (Provincial Disability Forum). Co-ordinate Disability Rights mainstreaming across Departments/Municipalities. Provide Project Management over identified Disability Rights Projects (Disability Rights Conference/Disability Rights Awareness month). Provide supervisory services to the assigned staff members.
<b><u>ENQUIRIES</u></b>	:	Ms. CM Bossman Tel No: (018) 888 1647
<b><u>POST 16/312</u></b>	:	<b><u>ASSISTANT DIRECTOR: RIGHTS OF OLDER PERSON DISABILITIES REF NO: NWP/OOP/2023/40</u></b> Job Purpose: To promote and coordinate the Rights of Older Persons across the NWPG
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09) Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three -year appropriate tertiary qualification at NQF level 6 and/or equivalent (NQF level and credits). 3-5 years' applicable experience to the relevant field of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Research, monitoring and evaluation; Sound knowledge of Older Persons Rights treaties; National frameworks; Understanding of transformation Legislation and regulations relating to targeted sector; Sound knowledge of the legislative framework governing the Public Service; Promotion of equality and prevention of unfair discrimination Act, Employment Equity Act, Administrative Justice Act and Labour Relations Act. Reporting skills; Transformation and Change Management skills; Policy development, management and analysis; Problem Solving, planning & organizing; Service delivery innovation skills; Diversity Management; People Management, leadership, Communication and Computer skill.
<b><u>DUTIES</u></b>	:	Develop a provincial delivery plan on the Rights of Older Persons. Coordinate, monitor and evaluate delivery targets on the Provincial Plan of Action. Provide institutional Support Systems for the Provincial Older Persons Forum. Support identified Older Persons Projects in the Directorate. Provide administrative support in the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. CM Bossman Tel No: (018) 888 1647
<b><u>POST 16/313</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: HR POLICY AND PLANNING REF NO: NWP/OOP/2023/41</u></b> Job Purpose: To Facilitate and Monitor the development and implementation of Human Resource Strategies in provincial departments.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R359 517 per annum (Level 08) Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three- year appropriate tertiary qualification at NQF level 6 and/or equivalent (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of HR Planning; Employment Equity Planning, Extensive knowledge of Public Service Act and Public service Regulations. Good communication skills; Report writing skills; Planning and organising; Presentation and Facilitation skills; Problem solving skills; Ability to interpret and apply policy; Analytical and innovative thinking; Research skills.
<b><u>DUTIES</u></b>	:	Coordinate the development and implementation of Human Resource Plans and Annual Human Resource Planning Implementation Reports by provincial departments. Coordinate the Assessment of Human Resource Components by provincial departments. Coordinate the development and implementation of Public Service and Administration Delegations by provincial departments. Coordinate the development and implementation of departmental Employment

		Equity and Transformation Frameworks Plans and Implementation Reports by provincial departments.
<b><u>ENQUIRIES</u></b>	:	Mr. M. M Sikokope Tel No: (018) 388 5085
<b><u>POST 16/314</u></b>	:	<b><u>PERSONAL ASSISTANT: IKATISONG SCHOOL OF GOVERNANCE REF NO: NWP/OOP/2023/42</u></b>
		Job Purpose: To render a secretariat support service to Chief Director Ikatisong
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum (Level 07)
	:	Mmabatho
	:	Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Knowledge of financial administration. Knowledge of computer. Good Communication skills. Good telephone etiquette. Report writing skills. Computer skills and Problem solving skills.
<b><u>DUTIES</u></b>	:	Provides a secretariat / receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Keep abreast with regard to the prescripts/ policies & procedures applicable to the work terrain.
<b><u>ENQUIRIES</u></b>	:	Mr. EMS Matshe Tel No: 018 388 3014
<b><u>POST 16/315</u></b>	:	<b><u>PERSONAL ASSISTANT: EXECUTIVE SUPPORT AND STAKEHOLDER MANAGEMENT REF NO: NWP/OOP/2023/43</u></b>
		Job Purpose: To render a secretariat support service to Chief Director Executive Support and Stakeholder Management Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum (Level 07)
	:	Mmabatho
	:	Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Knowledge of financial administration. Knowledge of computer. Good Communication skills. Good telephone etiquette. Report writing skills. Computer skills and Problem solving skills.
<b><u>DUTIES</u></b>	:	Provides a secretariat / receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Keep abreast with regard to the prescripts/ policies & procedures applicable to the work terrain.
<b><u>ENQUIRIES</u></b>	:	Mr. I Tselangoe Tel No: 018 388 4276
<b><u>POST 16/316</u></b>	:	<b><u>COMMUNICATION OFFICER: MEDIA RELATIONS REF NO: NWP/OOP/2023/44</u></b>
		Job Purpose: To provide media liaison management support services.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum (Level 07)
	:	Mmabatho
	:	Three-year tertiary qualification in Communication at NQF level 6 and/ or equivalent qualification (NQF Level and Credits). 2-3 years' experience in media relations. Valid driver's license. Knowledge, Skills and Competencies: Understanding of Government policies, procedures and programmes. Public Service Regulations and Acts, Communicators' code of good conduct, Communication Policies and Strategies and Public Finance Management Act. Writing Skills, Information management and computer literacy.
<b><u>DUTIES</u></b>	:	Media Liaison coordination; Draft content for media alerts, advisories and releases, Facilitate logistics for media attendance at Office of the Premier activities and media engagement sessions, Draft content for electronic and print media advertisements, Write development articles for government publications, Maintain an updated media database. Media Monitoring and Analysis; Monitor provincial media coverage on daily basis, Produce daily media monitoring and analysis reports. Contribute to Social media content plan and implementation; Social media monitoring and analysis. Provide photography services during Office of the Premier events, activities and media engagement sessions.
<b><u>ENQUIRIES</u></b>	:	Mr. T Keameditse Tel No: (018) 388 5099

**POST 16/317** : **ADMINISTRATION OFFICER: RIGHTS OF OLDER PERSONS REF NO: NWP/OOP/2023/45**  
Job Purpose: To render administrative and financial support services in the Directorate

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : Three-year tertiary qualification at NQF level 6 and/ or equivalent qualification (NQF Level and Credits). 2-3 years' applicable experience in the relevant field. Knowledge, Skills and Competencies: Information Technology, Office Management, South African Sign Language (SASL), Human Resources Management & White paper on the Rights on the Rights of Persons with Disabilities. Computer Literacy, Braille translation & embosser, Interpreting, Planning, organizing, coordinating, information analysis, Deaf culture, disability etiquette, public speaking and translation, Interpersonal Skills, Written and verbal communication, facilitation and Interpretation of Disability Mainstreaming Policy prescripts.

**DUTIES** : Provide general administrative support and to the Directorate. Coordinate reasonable and accessible communication and information systems to the Provincial Disability Forum quarterly Meetings. To provide supply chain support services and manage assets movement in the Directorate. Provide general financial support to the Directorate. Provide Supervisory administrative/clerical support to the Directorate.

**ENQUIRIES** : Ms. CM Bossman Tel No: (018) 888 1647

**POST 16/318** : **SIGN LANGUAGE INTERPRETER REF NO: NWP/OOP/2023/46**  
Job Purpose: To provide communication services to the Directorate

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : Certificate/ Diploma/Degree in Translation & Interpreting and or Language Practice, Certificate in South African Sign Language (SASL) Interpreting Level 3. 2-3 years' experience applicable to the relevant field (SASL interpreting in government space). Valid Driver's License. Knowledge, Skills and Competencies: Proficiency in SASL and 3 more official provincial languages, South African Sign Language (SASL), Human Resources Management & White paper on the Rights on the Rights of Persons with Disabilities. Computer Literacy, Braille translation & embosser, Interpreting, Planning, organizing, coordinating, information analysis, Deaf culture, disability etiquette, public speaking and translation, Interpersonal Skills, Written and verbal communication, facilitation and Interpretation of Disability Mainstreaming Policy prescripts.

**DUTIES** : Render SA Sign language interpreting service within the Directorate and the entire office of the Premier's event; Interpret during staff meetings, staff trainings, workshops, conferences & events. Coordinating the development of SASL interpreter's programs in the Province, Increase awareness on the significance of SASL interpreting service during the outreach activities and public events organized in the Office of the Premier and Create awareness on a proper way of using a SASL Interpret and Give advice to the departmental staff on issues concerning interpreting. Develop and maintain database of SA Sign Language interpreters in the province in partnership with national body of the Deaf People; Liaise with National bodies on accredited SASL interpreters and Regular update of the database of the SASL interpreters.

**ENQUIRIES** : Ms. CM Bossman Tel No: (018) 888 1647

**POST 16/319** : **SECRETARY: ICT CUSTOMER RELATIONS REF NO: NWP/OOP/2023/47**  
Job Purpose: To provide secretarial services to the Director: ICT Customer Relations

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : Matric and 1-2 year National Higher Certificate in Office Administration/ Secretarial at NQF level 5 or equivalent qualification. 0-2 year's relevant experience in office administration and/or secretarial field. Knowledge, Skills and Competencies: Understanding of government procurement procedures, Secretarial administrative and organisational knowledge and understanding

		and Computer application knowledge. Administrative and organisational skills, Document management, Oral and written communication skills, Procurement, typing, bookkeeping and filling skills and Time management.
<b><u>DUTIES</u></b>	:	Provides Secretarial support services to the director; Incoming mail received, recorded manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day and Manage the diary of the Director by updating director's diary every day and send email as reminder to director. Provide clerical support services to the director; Manage meeting logistics by send out meeting schedules quarterly locate and book venues within 2 weeks send out invitations before the meeting and take minutes of meetings and distribute minutes within 2 weeks of meeting for input. Provide support to the director regarding meetings; Arrange accommodation for the director, Complete S&T claims for the director, manage the reception area and Procurement of goods and services in the directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. LM Mofela Tel No: (018) 888 4033
<b><u>POST 16/320</u></b>	:	<b><u>SECRETARY: MANAGEMENT ACCOUNTING REF NO: NWP/OOP/2023/48</u></b> Job Purpose: To provide secretarial services to the Director Management Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R202 233 per annum (Level 05) Mmabatho Matric and 1-2-year National Higher Certificate in Office Administration/ Secretarial at NQF level 5 or equivalent qualification.0-2 year's relevant experience in office administration and/or secretarial field. Knowledge, Skills and Competencies: Understanding of government procurement procedures, Secretarial administrative and organisational knowledge and understanding and Computer application knowledge. Administrative and organisational skills, Document management, Oral and written communication skills, Procurement of goods and services, typing, bookkeeping and filling skills and Time management.
<b><u>DUTIES</u></b>	:	Provides Secretarial support services to the Director; Incoming mail received, recorded manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day and Manage the diary of the Director by updating Director's diary every day and send email as reminder to Director. Provide clerical support services to the Director; Manage meeting logistics by sending out meeting schedules, quarterly locate and book venues within 2 weeks, send out invitations before the meeting and take minutes of meetings and distribute minutes within 1 week of meeting for input. Provide support to the Director regarding meetings; Arrange accommodation for the Director, Complete S&T claims for the Director, manage the reception area and procurement of goods and services in the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. T.M Mooketsi Tel No: (018) 888 4043
<b><u>POST 16/321</u></b>	:	<b><u>SECRETARY: RESEARCH, CURRICULUM DEVELOPMENT AND QUALITY ASSURANCE REF NO: NWP/OOP/2023/49</u></b> Job Purpose: To provide secretarial services to the Director: ICT Customer Relations
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R202 233 per annum (Level 05) Mmabatho Matric and 1-2 year National Higher Certificate in Office Administration/ Secretarial at NQF level 5 or equivalent qualification.0-2 year's relevant experience in office administration and/or secretarial field. Knowledge, Skills and Competencies: Understanding of government procurement procedures, Secretarial administrative and organisational knowledge and understanding and Computer application knowledge. Administrative and organisational skills, Document management, Oral and written communication skills, Procurement, typing, bookkeeping and filling skills and Time management.
<b><u>DUTIES</u></b>	:	Provides Secretarial support services to the director; Incoming mail received, recorded manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day and Manage the diary of the Director by updating director's diary every day and send email as reminder to director. Provide clerical support services to the director; Manage meeting logistics by send out meeting schedules quarterly locate and book venues within 2 weeks send out invitations before the meeting and take minutes of meetings and distribute minutes within 2 weeks of meeting for input. Provide support to the director

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regarding meetings; Arrange accommodation for the director, Complete S&T claims for the director, manage the reception area and Procurement of goods and services in the directorate.  
: Mr. F.F Vutela Tel No: (018) 888 5040