

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 27 October 2023, 15h45
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated.) Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POST

- POST 35/37** : **ADMINISTRATIVE SECRETARY TO THE PROVINCIAL DIRECTOR: WESTERN CAPE REF NO: AD/S/PD/WC/09/2023**
- SALARY** : R202 233 per annum
- CENTRE** : Public Service Commission, Provincial Office: Western Cape
- REQUIREMENTS** : Ideal candidate profile: Applicants must be in possession of a Senior Certificate, Diploma in Office Administration/Diploma in Public Administration/Management or Secretarial will be an added advantage. Typing competency experience. Administration skills. Good Communication skills. Interpersonal skills. Proven Computer skills in the Microsoft office Suite. Typing skills. Organising skills. Business writing skills. Ability to handle confidential information.
- DUTIES** : Rendering effective and efficient administrative and secretarial support Service to the Provincial Director. Management of registry (incoming and out-going correspondence). Managing the Provincial Director's Dairy. Provide logistical support to the Provincial Director and components. Management of the relationships between the components within Provincial Director, internal components and external stakeholders. General administrative duties to the office. Management of the reception.
- ENQUIRIES** : Ms C Van Heerden Tel No: (021) 421 3980