

PERSONAL ASSISTANT / SECRETARY VACANCIES CLOSING 10 & 17 JUNE 2022

GOVERNMENT DEPARTMENTS' PERSONAL ASSISTANT / SECRETARY VACANCIES CLOSING 10 & 17 JUNE 2022

The following Government Departments are looking for suitably qualified applicants to apply for their various Personal Assistant / Secretary Vacancies. The Closing Dates for applications are the 10th and the 17th June 2022 respectively.

1. DEPARTMENT OF HIGHER EDUCATION AND TRAINING

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

POST 1: PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL

REF NO: DHET69/05/2022

LOCATION: PRETORIA

SALARY: R321 543 PER ANNUM (LEVEL 08)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

- An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration or equivalent qualification in Secretariat support.
- A minimum of two (2) to three (3) years of experience in rendering secretariat and administration services.
- Advanced office management qualifications will be a distinct advantage.
- Good interpersonal and communication skills to interface with people from diverse backgrounds.
- Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, and Outlook.
- Good organizational and basic events management skills.
- The ability to create and manage databases, presentations and financial matters will be added advantages.

RESPONSIBILITIES

- The scope of work of the Personal Assistant will include but not be limited to providing administrative support in the DDG's office;
- Managing and administering the DDG's diary and itinerary;
- Type and preparing all the necessary documentation for the DDG;

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- Ensuring the safekeeping and filing of all documentation and records in the office of the DDG in line with the relevant legislation and policies;
- Ensure the smooth running of the DDG's office by handling all correspondence and queries requiring attention;
- Respond to enquiries received from internal and external stakeholders;
- Obtain inputs, collate and compile reports, e.g., progress, monthly and management reports;
- Scrutinize routine submissions/reports and make notes and/or recommendations for the manager;
- Respond to enquiries received from internal and external stakeholders.
- Clarify instructions and notes on behalf of the manager;
- Handle and manage cash flow in the office of the manager including petty cash;
- Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders;
- Interface with internal and external clients.

POST 2: PERSONAL ASSISTANT TO THE REGIONAL MANAGER

REF NO: DHET85/05/2022

LOCATION: JOHANNESBURG

SALARY: R261 372 PER ANNUM (LEVEL 07)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

- An appropriate national senior certificate/grade 12 or NCV Level 4 certificate.
- An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Administration/Secretarial or equivalent qualification will be an added advantage.
- A minimum of two (2) to three (3) years in rendering secretarial and administrative support.
- Good interpersonal and communication skills to interface with people from diverse backgrounds.
- Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, and Access.
- Good organisational and basic events management skills.
- The ability to create and manage databases, presentations and financial matters will be added advantages.

RESPONSIBILITIES

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- The successful candidate will be responsible for the following duties: Provide administrative support in the Regional Manager's office.
- Manage and administer the Regional Manager's diary and itinerary.
- Type and prepare all the necessary documentation and records in the office of the Regional Manager in line with the relevant legislation and policies.
- Ensure the smooth running of the Regional Manager's office by handling all correspondence and queries requiring the attention of the Regional Manager.
- Respond to enquiries received from internal and external stakeholders.
- Obtain inputs, collates and compile reports, e.g., progress, monthly and management reports.
- Scrutinise routine submissions/reports and make notes and/or recommendations for the Regional Manager.
- Clarify instructions and notes on behalf of the Regional Manager.
- Perform routine duties in the office of the Regional Manager including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders.
- Interface with internal and external clients

POST 3: PERSONAL ASSISTANT TO THE CHIEF DIRECTOR

REF NO: DHET86/05/2022

LOCATION: PRETORIA

SALARY: R261 372 PER ANNUM (LEVEL 07)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

- An appropriate national senior certificate/grade 12 or NCV Level 4 certificate.
- An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Administration/Secretarial or equivalent qualification will be an added advantage.
- A minimum of two (2) to three (3) years in rendering secretarial and administrative support.
- Good interpersonal and communication skills to interface with people from diverse backgrounds.
- Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, and Access.
- Good organisational and basic events management skills.
- The ability to create and manage databases, presentations and financial matters will be added advantages.

RESPONSIBILITIES

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- The successful candidate will be responsible for the following duties: Provide administrative support in the Chief Director's office.
- Manage and administer the Chief Director's diary and itinerary.
- Type and prepare all the necessary documentation and records in the office of the Regional Manager in line with the relevant legislation and policies.
- Ensure the smooth running of the Chief Director's office by handling all correspondence and queries requiring the attention of the Chief Director.
- Respond to enquiries received from internal and external stakeholders.
- Obtain inputs, collates and compile reports, e.g., progress, monthly and management reports.
- Scrutinise routine submissions/reports and make notes and/or recommendations for the Chief Director.
- Clarify instructions and notes on behalf of the Chief Director.
- Perform routine duties in the office of the Chief Director including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders.
- Interface with internal and external clients

POST 4: PERSONAL ASSISTANT TO THE CHIEF DIRECTOR

REF NO: DHET87/05/2022

LOCATION: PRETORIA

SALARY: R261 372 PER ANNUM (LEVEL 07)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

- An appropriate national senior certificate/grade 12 or NCV Level 4 certificate.
- An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Administration/Secretarial or equivalent qualification will be an added advantage.
- A minimum of two (2) to three (3) years in rendering secretarial and administrative support.
- Good interpersonal and communication skills to interface with people from diverse backgrounds.
- Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, and Access.
- Good organisational and basic events management skills.
- The ability to create and manage databases, presentations and financial matters will be added advantages

RESPONSIBILITIES

PERSONAL ASSISTANT / SECRETARY VACANCIES CLOSING 10 & 17 JUNE 2022

- The successful candidate will be responsible for the following duties: Provide administrative support in the Chief Director's office.
- Manage and administer the Chief Director's diary and itinerary.
- Type and prepare all the necessary documentation and records in the office of the Regional Manager in line with the relevant legislation and policies.
- Ensure the smooth running of the Chief Director's office by handling all correspondence and queries requiring the attention of the Chief Director.
- Respond to enquiries received from internal and external stakeholders.
- Obtain inputs, collates and compile reports, e.g., progress, monthly and management reports.
- Scrutinise routine submissions/reports and make notes and/or recommendations for the Chief Director.
- Clarify instructions and notes on behalf of the Chief Director.
- Perform routine duties in the office of the Chief Director including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders.
- Interface with internal and external clients

POST 5: SECRETARY TO THE DIRECTOR: FINANCIAL SERVICES

REF NO: DHET97/05/2022

LOCATION: PRETORIA

SALARY: R176 310 PER ANNUM (LEVEL 05)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

- An appropriate national senior certificate/grade 12 certificate/ (Vocational) NCV Level 4 certificate.
- An appropriate bachelor's degree/national diploma in Office Administration/Secretarial, Administration or equivalent qualification in secretarial and administrative functions will be an added advantage.
- A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services.
- Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes.
- Knowledge of Records Management of documents.
- Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds.
- Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook.

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- Always maintain confidentiality.
- Good organisational and basic events management skills.
- Ability to create spreadsheets and manage basic databases and presentations.
- Basic knowledge of financial administration, including budgets, and managing cash flow.

RESPONSIBILITIES

- Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities.
- Schedule meetings and workshops;
- Manage and administer the Director's diary and itinerary;
- Prepare all necessary documentation for the Director.
- Perform routine duties in the office of the Director including telephone, travel arrangements, and hotel bookings.
- Arrange appointments and meetings with stakeholders;
- Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports;
- Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director;
- Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director.
- Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients;
- Handle the procurement of standard items like stationery, refreshments etc.
- Provide document management support including record, safe keep and file of all documentation and records in line with the relevant legislation and policies.
- Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings.
- Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash

POST 6: SECRETARY TO THE DIRECTOR: NATIONAL QUALIFICATION FRAMEWORK

REF NO: DHET98/05/2022

LOCATION: PRETORIA

SALARY: R176 310 PER ANNUM (LEVEL 05)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

PERSONAL ASSISTANT / SECRETARY VACANCIES CLOSING 10 & 17 JUNE 2022

- An appropriate national senior certificate/grade 12 certificate (Vocational) NCV Level 4 certificate.
- An appropriate bachelor's degree/national diploma in Office Administration/Secretarial, Administration or equivalent qualification in secretarial and administrative functions will be an added advantage.
- A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services.
- Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes.
- Knowledge of Records Management of documents.
- Good interpersonal and communication skills to
- interface with people at different levels and diverse backgrounds.
- Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook.
- Always maintain confidentiality.
- Good organisational and basic events management skills.
- Ability to create spreadsheets and manage basic databases and presentations.
- Basic knowledge of financial administration, including budgets, and managing cash flow.

RESPONSIBILITIES

- Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities.
- Schedule meetings and workshops;
- Manage and administer the Director's diary and itinerary;
- Prepare all necessary documentation for the Director.
- Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders;
- Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports;
- Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director;
- Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director.
- Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients;
- Handle the procurement of standard items like stationery, refreshments etc.
- Provide document management support including record, safe keep and file of all documentation and records in line with the relevant legislation and policies.
- Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings.

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- Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.

POST 7: SECRETARY TO THE DIRECTOR: COLLECTIVE BARGAINING

REF NO: DHET99/05/2022

LOCATION: PRETORIA

SALARY: R176 310 PER ANNUM (LEVEL 05)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

- An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate.
- A bachelor's degree/national diploma in Secretarial, Administration or equivalent qualification in secretarial functions will serve as an added advantage.
- A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services.
- Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes.
- Knowledge of Records Management of documents.
- Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds.
- Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook.
- Always maintain confidentiality.
- Good organisational and basic events management skills.
- Ability to create spreadsheets and manage basic databases and presentations.
- Basic knowledge of financial administration, including budgets, and managing cash flow

RESPONSIBILITIES

- Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities.
- Schedule meetings and workshops; Manage and administer the Director's diary and itinerary;
- Prepare all necessary documentation for the Director.
- Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders;

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- Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports;
- Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director;
- Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director.
- Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc.
- Provide document management support including record, safe keep and file of all documentation and records in line with the relevant legislation and policies.
- Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings.
- Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.

POST 8: SECRETARY TO THE DIRECTOR: GOVERNANCE SUPPORT

REF NO: DHET102/05/2022

LOCATION: PRETORIA

SALARY: R176 310 PER ANNUM (LEVEL 05)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

- An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate.
- A bachelor's degree/national diploma in Secretarial, Administration or equivalent qualification in secretarial functions will serve as an added advantage.
- A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services.
- Knowledge of relevant legislation, prescripts, policies and procedures,
- Basic Financial Management and understanding of supply chain processes.
- Knowledge of Records Management of documents.
- Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds.
- Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook.
- Always maintain confidentiality.
- Good organisational and basic events management skills.

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- Ability to create spreadsheets and manage basic databases and presentations.
- Basic knowledge of financial administration, including budgets, and managing cash flow

RESPONSIBILITIES

- Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities.
- Schedule meetings and workshops; Manage and administer the Director's diary and itinerary;
- Prepare all necessary documentation for the Director.
- Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders;
- Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports;
- Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director;
- Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director.
- Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc.
- Provide document management support including record, safe keep and file of all documentation and records in line with the relevant legislation and policies.
- Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings.
- Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.

POST 9: SECRETARY TO THE DIRECTOR: RISK, FRAUD, ETHICS, AND INTEGRITY MANAGEMENT

REF NO: DHET103/05/2022

LOCATION: PRETORIA

SALARY: R176 310 PER ANNUM (LEVEL 05)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

PERSONAL ASSISTANT / SECRETARY VACANCIES CLOSING 10 & 17 JUNE 2022

- An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate.
- A bachelor's degree/national diploma in Secretarial, Administration or equivalent qualification in secretarial functions will serve as an added advantage.
- A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services.
- Knowledge of relevant legislation, prescripts, policies and procedures,
- Basic Financial Management and understanding of supply chain processes.
- Knowledge of Records Management of documents.
- Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds.
- Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook.
- Always maintain confidentiality.
- Good organisational and basic events management skills.
- Ability to create spreadsheets and manage basic databases and presentations.
- Basic knowledge of financial administration, including budgets, and managing cash flow

RESPONSIBILITIES

- Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities.
- Schedule meetings and workshops; Manage and administer the Director's diary and itinerary;
- Prepare all necessary documentation for the Director.
- Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders;
- Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports;
- Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director;
- Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director.
- Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc.
- Provide document management support including record, safe keep and file of all documentation and records in line with the relevant legislation and policies.
- Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings.

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- Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.

DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/> apply and following the easy prompts/instructions.

Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference.

2. DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

POST 1: SECRETARY

REF NO: 3/2/1/2022/243

LOCATION: OFFICE OF THE CHIEF REGISTRAR OF DEEDS (PRETORIA)

SALARY: R176 310 PER ANNUM (LEVEL 05)

CLOSING DATE: 10 JUNE 2022 @ 16h00

REQUIREMENTS

- Grade 12 Certificate. Relevant experience in a secretarial environment.
- Job related knowledge: Advanced computer literacy (Microsoft Word, Excel, PowerPoint, etc).
- Job related skills: Good telephone etiquette. Sound organisational skills, Good people skills, Computer literacy.

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- Language skills and ability to communicate well with people at different levels and from different backgrounds.
- Basic written communication skills.
- Good grooming and presentation.
- Ability to work under pressure.
- Willingness to work irregular hours.
- High level of reliability. Ability to act with tact and discretion.
- High level of confidentiality

RESPONSIBILITIES

- Provide a secretarial / receptionist support services to the Director.
- Receive telephonic calls and refer them to the relevant role players if not meant for the Director.
- Record appointments and events on the diary.
- Type documents for the Director and other staff within the unit.
- Operate office equipments e.g. fax machines, scanners and photocopiers.
- Provide a clerical support services to the Director.
- Liaise with travel agencies to make travel arrangements for the Director.
- Check the arrangements when relevant documents are received.
- Arrange meetings and events for the Director and other staff in the unit.
- Identify venues, invite role players, organise refreshments and set up schedules for meetings and events.
- Process the travel and subsistence claims for the Director.
- Process all invoices that emanates from the activities of the work of the Director.
- Record basic minutes of the meetings of the Director where required.
- Draft routine correspondences and reports. Do filing of documents for the Director.
- Administer matters like leave registers and telephonic accounts for the Director.
- Receive, record and distribute all incoming and outgoing documents.
- Handle the procurement of standard items like stationary, refreshments etc.
- Collect all relevant documents to enable the Director to prepare for meetings.
- Remain up to date with regard to prescripts / policies and procedures applicable to his / her work environment to ensure efficient and effective support to the Director.
- Study the relevant Public Service and the Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly.
- Remain abreast with the procedures and processes that apply in the office of the Director.
- Maintain an electronic document tracking system.
- Capture and update register (requests, action list).
- Distribute the documents to relevant officials.
- Monitor compliance in terms of time frame determined by the Director by sending reminders.
- Inform the Director of delays or non-compliance to due dates.

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Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

Applications must be submitted on Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) and must be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates)

NB: African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply

ENQUIRIES: Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful

3. DEPARTMENT OF DEFENCE

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

POST 1: PERSONAL ASSISTANT

REF NO: DI/25/19/22/02

LOCATION: PRETORIA

SALARY: R261 372 PER ANNUM (LEVEL 07)

CLOSING DATE: 17 JUNE 2022 @ 16h00

REQUIREMENTS

- NQF L6 Secretary Diploma or any equivalent qualification will be an advantage.
- Applications with prior learning, either by means of experience or alternative courses may also apply.

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- Special requirements (skills needed): Detailed knowledge of operation/utilisation of general administration and ability to operate an efficient and organised office.
- Knowledge of security regulations.
- Ability to conceptualise and initiate new innovative approach to optimise the secretarial service provided to the Chief Director.
- Ability to provide personal assistant services.
- Computer literacy (Ms Office Suite). Computer literacy, specific software packages I.e. MS Word, MS PowerPoint, Lotus Notes and Internet.
- Telephone etiquette, Co-ordination and good communication skills, (written and verbal) skills.
- Good organising and interpersonal relations, analytical, problem solving, good planning organisation administrative and advanced typing skills.
- Valid code 08 drivers licence.
- Proficient in English (Read, write and speak).
- Must be able to obtain Secret Security Clearance within a year.

RESPONSIBILITIES

- Applicants must be able to: Keep and update Chief Defence Intelligence (CDI)'s diary.
- Arranging appointments for members and other stakeholders in the Department of Defence.
- Render personal assistance and support service to the CDI eg. Taking of minutes, agendas, confirmatory notes, memorandums, letters and the transcription thereof.
- Set up schedules for meetings and events.
- Handle classified documents.
- Assist with travel arrangements and process subsistence and travel (S&T) advances and claims for the CDI.
- Arrange parking for visitors.
- Manage general office duties.
- Accept and manage incoming and outgoing files and documents.
- Accept and manage incoming, outgoing files and document.
- Distribute outgoing letters and files from CDI's office.
- Provide hospitality service to CDI's and guests.
- Provide an office security service.
- Assist with funding requirements for the purpose of Medium Term Expenditure Framework (MTEF) submissions.
- Must be able to check and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly.
- Must be familiar with the Public Service Act Regulations 2016.
- The post incumbent may be allocated ad-hoc tasks related to office management.

Applications must be submitted to Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001 or may be hand delivered to Liberty Life Building, 278 Madiba Street, Pretoria.

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Applications must be submitted on Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) and must be accompanied by **must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience).**

ENQUIRIES: Ms E. Foster Tel No: (012) 315-0175

Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Certified documents which should not be older than six months on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their permanent residence permits to their applications. 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). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for