



Office Administrator III: Office of Deputy Director General: Oceans and Coasts (REF: OC21/2017)

Salary: R 281 418 per annum (all inclusive total package R406 314)

Centre: Cape Town

Requirements:

- A grade 12 certificate plus extensive relevant office administration experience in a similar environment.
- A relevant post matric qualification in public / office administration will serve as an added advantage.
- Must have experience in diary management, document management and office administration. Good computer literacy with knowledge of MS Office Package.
- Good interpersonal, communication (verbal and written), decision-making and organizing skills.
- Understanding of the Public Service system and Procurement Procedures.
- Ability to work under pressure and independently with limited supervision as well as willingness to work extended hours when required.

Duties:

- The successful applicant will be responsible for rendering effective office administrative support services to the Office of the DDG - Oceans and Coasts (ODDG - OC) and will perform the following key functions:
 - Undertake receptionist functions in the ODDG, in particular, answering and directing of calls as well as receiving and attending to the visitors of the ODDG;
 - Assist with the management of the DDG's diary;
 - Liaise with internal and external stakeholders of the DDG;
 - Facilitate logistical arrangement for the DDG's meetings. Facilitate travel arrangements for the DDG as well as monitor their appropriate implementation.
- Attend to the procurement needs of Office of the DDG in line with Departmental Policies;

- Maintain an effective document management system and management of a filing system for the Office.
- Provide support in the coordination of other office activities.
- Perform any other office administrative function that may be necessary for the effective functioning of that office such as making copies, faxing documents, refreshments for DDG visitors etc.
- Assist with personal tasks within an agreed framework.

Enquiries: Ms P Diphaha Tel: (021) 814 8092

For attention: Human Resources

Closing Date: 31 July 2017

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- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered.
 - Take note that the department will verify all qualifications and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA.
 - Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
 - Senior Management candidates to be subjected to competency assessment, signing of an employment contract and performance agreement.
 - If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.
 - The department reserves the right not to make an appointment.
 - People with disabilities are encouraged to apply
 - Consideration will be given to applicants who meet the minimum requirements of advertised posts.
 - Relaxation of qualification requirements may be considered for non-OSD posts.
 - **Applications should be forwarded to:** the Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town 8000 Or hand-deliver to:14th Loop Street, Cape Town, Attention: Human Resources.