



Assistant Director: Administration and Coordination (EP9011/2020)

Salary: R 376 596 pa (Total Package R 532 814 pa / conditions apply)

Centre: Pretoria

Minimum requirements:

- An appropriate three-year Degree / National Diploma in Office Administration/ Public Administration.
- Extensive experience in office management, administration and coordination, or any secretarial related work.
- Knowledge of departmental or government policies and practices (knowledge of PFMA and other financial management and associated prescripts).
- Understanding of Inter-governmental relations.
- Sound organising and planning skills.
- Analytical thinking.
- Advanced level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint, excellent communication, interpersonal and writing skills.
- Ability to work individually and in a team.
- Ability to work effectively with stakeholders at various levels.
- Ability to stay focused and work under extreme pressure.
- Proactive approach to meeting deadlines and delivering results with limited supervision.
- Values-driven approach in executing tasks.

Duties:

- Provide admin and co-ordination support to the Office of the Deputy Director-General (DDG).
- Provide secretariat services, especially recording of minutes, for senior management and other related intergovernmental meetings.
- Identify and direct important and key requests, both from internal and external stakeholders, to relevant officials for attention.
- Contribute and keep track of the branch's responses to and compliance with enquiries, questions, requests and dates (e.g. from the Cabinet of South Africa, portfolio committees, ministry, executive management, public and others).
- Keep and maintain proper document management system for the DDG's offices.

- Contribute to the successful coordination of branch activities, especially those relating to planning and stakeholder engagement.
- Compile, monitor and report on financial responsibilities of the branch, especially budgets and procurement plans.
- Provide support to the DDG as may be needed.

NB: The post was previously advertised with Cape Town as the centre. Previous candidate who applied are encouraged to re-apply.

Enquiries: Mr R Scott
 Tel: 082 789 4136
 E-mail: rscott@environment.gov.za

For attention: Human Resource Management.

Closing date: 01 March 2021

-
- All applications must be submitted on a signed **Z83 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications (not older than six (06) months), ID document as well as a Driver's License (if required) in order to be considered.
 - **Applications must be forwarded** to the Director-General, Department of Environment Forestry and Fisheries, Private Bag X4390, Cape Town, 8000. Or hand deliver to Department of Environment Forestry and Fisheries, 14 Loop Street, Cape Town. Marked for the attention: Human Resources Management.
 - The National Department of Environment, Forestry and Fisheries is an equal opportunity, affirmative action employer.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); and qualification verification.
 - Short-listed candidates will be expected to avail themselves at the department's convenience.
 - **Entry level requirements for SMS posts:** In terms of the directive on compulsory capacity development, mandatory training days and minimum entry requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency based assessments.
 - The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract.
 - The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.