



Assistant Director: Secretariat Support (COO 11/2018)

Salary: R356 289 per annum

Centre: Pretoria

Requirements:

- A three year recognised National Diploma / Degree in Public Management/ Administration or equivalent relevant qualification.
- Three (03) to 5 years' experience in administration or related field.
- Knowledge of HR practice, administrative procedures, financial management, project management, personnel management, public service and departmental procedures and prescripts.
- Good organising, planning, communication, writing, facilitation, administration and computer skills.
- Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually, with the team and under extreme pressure as well as to work with difficult persons and be able to resolve conflict as they happen.

Duties:

- Coordinate departmental management meetings (3D, 4D, &5D).
- Coordinate intergovernmental meetings (ESC Cluster, MINTECH, and MINMEC & Public Entities).
- Manage the departmental (DEA) calendar.
- Provide logistical arrangements to the internal and external meetings.

Enquiries: Ms. R Mabunda; Tel: 012 399 9882

For attention: Mr. L I Letshedi

Closing Date: **01 April 2019**

- 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, 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 Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for attention: Mr Gerald Ntshane/Ms Sibongile Zungu.
- The National Department of Environmental Affairs 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.
- 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.
- Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
- All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
- The Department reserves the right not to make an appointment.
- No e-mailed, faxed or late applications will be considered.
- If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.