Salary: R376 596 per annum (Excluding benefits)

Centres: Pretoria

Requirements:

- A Grade 12 certificate plus a Recognized Bachelor’s Degree/Diploma in Office Administration/Public Administration/Records Management plus a minimum of 3 years’ relevant work experience.
- Knowledge of Departmental policies, PFMA, other Financial Management and associated prescripts, inter-governmental relations, Public service and departmental procedures and prescripts, and technical fields in the administration, records management and executive support services.
- Sound organising and planning, analytical thinking and expert level of computer literacy in the latest Microsoft Office 2013 or 16 software (additional software will be advantageous).
- Typing Speed of approximately 35-40 words per minute.
- Excellent communication, interpersonal and writing skills.
- Patience, meticulousness, problem solving, strong organizer.
- Ability to work individually and in a team, effectively with stakeholders at various levels and under extreme pressure.
- Proactive approach to meeting deadlines and delivering results with limited supervision.
- The official should be willing to work away from the office and after hours when required.

Duties:

- Render Records Management and Administrative Support Services in the office of the DG and perform the following key functions:
  - Ensure that the switch from paper to electronic submission processing are adhered to for record keeping purposes;
  - Render administrative document management and executive support services to the DG;
  - Enquiry and Correspondence management (telephonic, physical, electronic and hard copy);
  - Ensure that Financial, Legal and administrative requirements and regulations are complied with;
  - Ensure Data Capturing, Data protection and classification of records are adhered to;
  - Provide training to staff who require access or have responsibility to maintain Electronic records;
  - Receive correspondence, acknowledge receipt, analyse and determine required action;
  - Assist in the creation and updating of Standard Operating Procedures and directives to ensure compliance and that control measures are sufficiently implemented which should operate within the existing Electronic Document Management and Tracking system;
  - Initiate EDMS referral workflow, maintain referral/ correspondence register;
  - Process approved documentation;
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 Environment Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, 473 Steve Biko Road, Arcadia, Pretoria.

The National Department of Environmental 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.

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.

NOTE: Applicants may be required to undergo competency testing to verify the technical level of expertise.

Enquiries: Ms S Sangqu, Tel: 012 399 9017
For attention: Human Resource Management.
Closing date: 31 January 2020.