



## Provincial Project Administrator (02 posts)

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**Salary:** R 316 791(all-inclusive remuneration package)

**Centres:** Mpumalanga (Ref no: EP10/2019) (Based in Nelspruit)

Free State (Ref no EP11/2019) (Based in Bloemfontein)

### Requirements:

- A three year qualification in Public Administration or equivalent qualification.
- The applicant should at least have extensive years working experience in office administration,
- Relevant experience in finance and procurement procedures, project management experience,
- Good communication skills (writing and verbal), organizational skills, interpersonal skills, good computer skills,
- Ability to work individually and in a team, ability to work under pressure, extensive hours, multi-tasking, self-supervision.
- The candidates should have a sense of responsibility, loyalty and honesty.

### Duties:

- The successful candidate will be required to provide general administrative support to the Provincial Programme Manager and Provincial Training Coordinator;
  - provide logistical support to the Regional Office; ensure effective and efficient functioning of the office;
  - provide secretarial support; arrange internal and external meetings;
  - assist with proper distribution of documents in a prompt and highly confidential manner;
  - maintaining the filing system; communicate with clients and stakeholders;
  - make travelling arrangements; manage petty cash within the Regional Office;
  - arrange refreshments; handle generic inquiries and liaise with clients and stakeholders.

**Enquiries:** Ms. G Modubu, Tel: (012)399 9693  
**For Attention:** Ms. Lerato Ngobeni  
**Closing date:** 24 June 2019

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- 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.
  - 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.
  - All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department.
  - Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.
  - 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.