Administrative Support Assistants x 4 posts (WB14/2019)

Salary: Remuneration package of R401 477 per annum (Total cost to company)

Centre: Pretoria

Requirements:

- An appropriate 3-year National Diploma in Office Management and Technology, Office Administration, Public Management and Administration, Business Administration/Management or equivalent relevant qualification or Matric with extensive experience in Administration.
- Experience in office management, administration and coordination.
- Sound experience in administrative support services.
- Good organisational and planning skills.
- Good experience in project management.
- Good coordination skills.
- Financial management skills.
- Good communication skills (verbal and written skills).
- Good interpersonal and stakeholder liaison skills.
- Ability to work under extreme pressure.
- Proactive approach to meeting deadlines and delivering results.

Duties:

- Maintain a correspondence and records management system for the relevant component in the Waste Bureau (WB).
- Implement and maintain an efficient filling system.
- Provide assets management and logistical support.
- Organize meetings, workshops and briefing sessions.
- Provide secretarial support services in meetings.
- Processing of subsistence and travel claims.
- Facilitate the booking of accommodation and transport.
Applications must be directed 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

Application must be submitted on a signed Z83 application form (click to download form) with a copy of a comprehensive CV, certified copies of qualifications, ID document and a valid Driver’s License (if stated as a requirement) in order to be considered.

It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

The Waste Bureau is an equal opportunity, affirmative action employer.

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.

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 Bureau.

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.

Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.

The Waste Bureau reserves the right not to make an appointment.

No e-mailed, copies of certified copies, faxed, certified copies older than 3 months 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.