



Office Administrator III (SL8): Office of the Director-General (Ref: COO10/2017)

Salary R281 418.00 per annum (Total package of R406 314.00 per annum conditions apply)

Centre: Pretoria

Requirements:

- A Grade 12 certificate plus Secretarial Certificate, Diploma or Degree in Administration/Office Management or appropriate qualification,
- Extensive relevant office administration experience in a similar environment or executive support;
- Experience in diary management, mail and telephone screening;
- Good computer literacy with knowledge of MS Excel, Ms Power-point, MS Word, E-mail and Internet, Electronic Document Management System & LOGIS;
- Good interpersonal, communication (written and verbal), decision-making and organising skills;
- An understanding of the Public Service systems and procedures;
- Ability to work under pressure and independently with limited supervision
Willingness to work extended hours when required.

Duties:

- Render administrative support services in the office of the DG and perform the following key functions: Render secretarial and secretariat support services to the DG, Provide support to the Diary Manager.
- Correspondence management (electronic and hard copy). Efficient general office administration in the office of the DG inclusive of maintaining a dependable filing system, faxing, copying, binding, scanning and distribution of correspondence,
- Provide efficient travel and logistical support for domestic and foreign travel,
- Provide financial administrative support in terms of departmental Supply Chain and Financial management prescripts,
- Provide general reception service, client and stakeholder liaison,
- The official should be willing to travel when required.

Enquiries: Ms S Sangqu, tel: 012 399 9017

Closing date: 11 August 2017

NB: This post is similar to the one published on the Departmental intranet with the Reference Number: COO09/2017 and the closing date of 17 July 2017. Applicants who responded to the previous advertisement need not re-apply as their applications will still be considered.

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- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) and Driver's License in order to be considered.
 - 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.
 - People with Disabilities are encouraged to apply
 - 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 subject to a security clearance, the signing of a performance agreement and an employment contract.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
 - The department reserves the right not to make an appointment.
 - Relaxation of qualification requirements may be considered for non-OSD posts
 - **Applications must be forwarded to:** The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, 473 Steve Biko Street, Arcadia, Pretoria.