



The Department of Environmental Affairs is advertising the following posts on behalf of the Waste Management Bureau. All posts are on a **5-year contract**. Waste Bureau is an organ of state established to be specialist implementing agent that facilitates waste minimisation and recycling.

### **Senior Administrative Support Assistant (X2 Posts) (WB03/2018)**

**Salary** Remuneration package of R463 700 – R649 200 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;
- Extensive 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 and knowledge of Public Finance Management Act and Treasury Regulations;
- Good communication skills (verbal and written skills) •Supervisory 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 Waste Bureau (WB) •Implement and maintain an efficient filing system;
- Provide assets management and logistical support to the WB;
- Organize meetings, workshops and briefing sessions;
- Provide secretarial support services in meetings •Manage the processing of subsistence and travel claims •Manage booking of accommodation and transport;
- Prepare and present reports on travel expenditure •Prepare and present monthly expenditure reports •Manage disposal of redundant assets and manage the loss or stolen assets;
- Oversee and monitor progress on correspondence referred to other units and stakeholders;
- Compile status report on submission of monthly, quarterly, annual and completion reports •Supervise staff within the unit.

**Enquiries:** Mr D Vukela, Tel: 012 399 8627

**Closing Date:** 18 May 2018

**For Attention:** Ms Kate Selemela

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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 a valid Driver's License 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 Affairs is an equal opportunity, affirmative action employer.
  - 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, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.** No faxed, e-mailed and late applications will be considered.