

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

- APPLICATIONS** : Applications may be posted to: Director: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or e-mail at DTARecruitment@cogta.gov.za.
- CLOSING DATE** : 30 August 2024
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied by a fully completed Z83 form and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (Only shortlisted candidates may provide such proof). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

- POST 29/12** : **PERSONAL ASSISTANT: INSTITUTIONAL SUPPORT & COORDINATION REF NO: 2024/14**
Institutional Support & Coordination Branch
- SALARY** : R308 154 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma in Office Administration/Public Management or relevant qualification at NQF level 6/7. 3-5 years' experience in rendering administrative support to a senior manager. Good communication skills and ability to communicate well with people at different levels and from different backgrounds. Generic Competencies: Client orientation and customer focus, communication, honesty and integrity. Technical Competencies: Office management and administration, secretarial functions and office administrative systems and good telephone etiquette, sound organizational skills.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the Branch: Receive and distribute documents. Record documents in the appropriate registers. File and manage paperwork of the office of the Branch manager. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/workshops. Compile minutes/reports. Draft memoranda and any other correspondence. Manage the diary of the Branch manager: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Ensure the effective flow of information and documents to and from the office of the Branch manager. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g Progress reports, monthly reports, management reports. Respond to enquiries received from internal and external stakeholders. Arrange logistics and related activities for travel, meetings, workshops and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory

and equipment within the unit. Make copies, fax and email documents as required. Provide administration support to the Branch manager: Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the Branch manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the Branch manager as and when required. Coordinates logistical arrangements for meetings.

ENQUIRIES

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Ms T Shandu Tel No: (012) 336 0783