



PERSONAL ASSISTANT TO THE DIRECTOR	: HUMAN RESOURCE SERVICES
SALARY NOTCH	: R183, 438 PER ANNUM
LEVEL	: 7
REF	: PT 15/04

REQUIREMENTS

A three year tertiary qualification i.e. Degree (NQF level 7) / National Diploma (NQF level 6) in Office Administration or any other related qualification. Minimum 3 years relevant practical experience in a secretarial role of office administration environment Computer literacy with a high degree of Microsoft applications (Excel, Word, Powerpoint and Outlook). Understanding of legislative framework that governs the Public Service. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission. Asset Management Policies & Practices. Good Telephone Etiquette, Report Writing, Planning & Organising.

KEY PERFORMANCE AREAS

Plan and manage the diary of the director and provide logistical support: Prepare weekly, monthly and annual diary plans in consultation with the Director. Interact with the Director daily to coordinate diary and provide updates, in ensuring that s/he honours all appointments on time as scheduled. Advise the Director daily of the following day's engagements and ensure the necessary preparations and arrangements are made; i.e. packs or files with the necessary documents relevant to each meeting must be made available in a presentable manner. Alert and advise the Director of any urgent meetings / developments that might necessitate changes to diary and sort out diary accordingly. Execute travel arrangements for the Director i.e. bookings for flights and accommodation are made timeously and confirmed as per standard protocols, itinerary with all the necessary details prepared and confirmed with the Director in good time. **Manage the office of the director and attend to all the clients of the area of responsibility:** Maintain a professional and positive outlook for the office of the Director by ensuring that the telephone is answered promptly, visitors are attended to, appointments are confirmed without delay, and receipt of correspondence is confirmed. Liaise with internal and external clients and ensure that queries received by the office are directed to the relevant people, are followed up and responded to within 24 hours. Confirm availability and suitability of meeting venues and facilities timeously and advise attendees. Ensure that meeting dates are diarised and that prior to meetings taking place, and as per standard protocols, approval is obtained from the Director the agenda is prepared and distributed, attendance is confirmed.

Ensure that minutes of meetings are accurately recorded, done within five working days and distributed to attendees thereafter. **Provide administrative support services for the directorate management accounting:** Manage the Leave Book for the office, consolidate the leave calendar and reconcile it with PERSAL records, address anomalies where required, prepare and submit monthly leave reports to HRM. Develop and maintain an effective document management and tracking system and ensure that all incoming and outgoing correspondence is recorded and that there is a smooth and effective flow of correspondence in the office. Develop and maintain an effective filing system and ensure all documents are filed accordingly and that access to these is easy. S & T claims processed. Supply of stationery maintained, e.g. paper and printing ink/cartridges, pens, etc. Procure goods and services as and when required and records thereof kept. Process all payments within prescribed timeframes. Verify and reconcile assets in the office at least quarterly and ensure that office equipment (fax and photocopier machines) are in good working condition at all times.

APPLICATION INSTRUCTIONS

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, drivers license (where applicable) and Identity Document(with an original certification stamp, Z83 form must be signed by an original signature)
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- The Department of Provincial Treasury welcomes people with disabilities.
- Females and people with disabilities are encouraged to apply and will be given preference.
- All short listed candidates will be required to undergo security clearance.
- All the appointments are subject to State Security Agency (SSA) security screening.

Applications can be forwarded through one of the following options:

- **Post:** The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag x0029 ,Bhisho,5605
- **Hand Delivery:**Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

Failure to submit a comprehensive CV, qualifications and the signed Z83 form will result in the disqualification of the application from the process.

Enquiries can be directed to Ms B Ndayi at (040) 1010 072

CLOSING DATE: 20 March 2015