



EASTERN CAPE PROVINCIAL TREASURY

THIS POST IS BASED IN BHISHO

EXECUTIVE ASSISTANT TO THE OFFICE OF HEAD DEPARTMENT

Salary Package: R612 822 per annum (Level 11)

(Ref. PT 16/47)

Purpose: To provide Executive Assistant Services to the HOD.

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Economics /Financial Management /Accounting/ Public Management or any other related field plus Minimum of 5 years in relevant field of which three (3) years must be at Assistant Director Level.

KEY PERFORMANCE AREAS: Provide support to the HOD regarding meetings:

Coordinate and schedule meetings as required by the HOD and oversee logistics relating to the office of the HOD. Prepare document packs and other documentation required for meetings and ensure that minutes of the relevant meetings are taken and that there is follow up on the implementation of decisions. Assist in collating and preparing EXCO decision matrix response to OTP.

Ensure sound office administration in the office of the HOD:

Set up and maintain systems, procedures and processes that will ensure efficiency in the office of the HOD. Manage the provisioning of secretarial / reception support in the office of the HOD. Ensure that HOD's diary is managed. Ensure requisition for travel and procurement and other arrangements in the office of the HOD are prepared. Monitor and manage attendance, absenteeism and leave matters in the office of the HOD and ensure credible leave records are maintained. Draft and submit monthly reports to Human Resources on staff attendance and leave matters in the office of the HOD. Conducts leave reconciliation for the office of the HOD. **Manage correspondence and records in the office of the HOD:**

Analyse and prioritise correspondence submitted in the office of the HOD. Oversee the incoming and outgoing correspondence. Monitor and follow-up on task assigned to Senior Management members. Prepare acknowledgement letters to all incoming correspondence and follow up

on responses. Ensure safe keeping and access control of classified documentation and records in the office of the HOD. **Support HOD with the administration of the budget of the office of HOD:** Collects and coordinates all documents related to the budget of the office of the HOD. Assists in the determining of funding requirements for the purpose of MTEF budget. Ensure safekeeping of records on expenditure commitments. Assist in monitoring expenditure and ensure that expenditure is correctly allocated. Identify the need to move funds between items, and ensure memo for shifting of funds is drafted and approved.

Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management compliance to protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

Applicants must possess the following Skills and Competencies: Extensive knowledge and understanding of Public Service Regulations, Policies and Procedures. Extensive knowledge and understanding of Policies and procedures that governs financial management in the Public Service. In-depth knowledge on how Provincial / National Government functions. Change Management, Strategic Management, Financial Management and Project Management Skills. Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management skills. Communication and Information Management skills. Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management and Team Leadership.

APPLICATION INSTRUCTIONS

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or download: www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp), the 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).
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job
- Applicants must quote the relevant reference number for the post as advertised.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- The Department of Provincial Treasury welcomes people with disabilities and they may be given preference.
- All short listed candidates will be required to undergo pre-employment screening.
- All the appointments are subject to security vetting results.

PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to this post the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.

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, academic 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 072/071

CLOSING DATE: 09 DECEMBER 2016

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.