



**ASSISTANT DIRECTOR/
ADMINISTRATORS:
PLANNING COMMISSION (2 POSTS)**
Salary notch: R236 532 per annum (Ref. PT 12/ 38)
(3-year contract)

Requirements: • 3-year National Diploma or degree in Business/Office/Public Administration or any other equivalent qualification • 3 years' experience in an office administrative environment • Confident, creative, solution- and service-oriented capabilities • Excellent communication skills (verbal and written) at all levels and from different backgrounds • Good interpersonal and organisational skills • Computer literacy ie knowledge of MS Excel, Word, PowerPoint • High degree of professionalism • Ability to perform in a deadline-driven environment • Knowledge of meetings' procedures • Knowledge of the Public Service Regulations, PFMA, Treasury Regulations and an understanding of LOGIS • Extensive experience in office administration, report-writing, document and records management • Sound organisational skills • Ability to meet deadlines and perform under pressure • Valid driver's licence.

Key performance areas: Plan, coordinate and support the activities of the Office of the Planning Commission through rendering administrative services, comprising the following:
• Compiling the annual budget, expenditure reports and following correct procurement procedures
• Ensuring timeframes set are adhered to • Conducting research • Handling the ECPC's correspondence • Handling procurement of goods and services • Assisting with budget planning and budget control • Managing the flow of documents to and from the office of the ECPC.

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 2 contactable referees, and certified copies of qualifications, driver's licence 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 Qualifications Authority (SAQA).

The Department of Provincial Treasury welcomes people with disabilities.

Short-listed candidates will be required to undergo security clearance and competency assessments.

Females and people with disabilities are encouraged to apply.

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. (No faxed applications will be accepted).

**Enquiries can be directed to Mr P Feni at
(040) 609-5986.**

Closing date: 7 December 2012

**EASTERN CAPE
PROVINCE**