



Senior Administration Clerk: Compliance (FIM26/2022)

Salary: R176 310 per annum (R 302 136 Total cost to company)

Centre(s): Cape Town (Foretrust Building)

Requirements:

- Applicants must be in possession of Grade 12 certificate or relevant qualification with experience in administration.
- Knowledge of Public Service Regulations.
- Skills; Planning and organizing.
- Good interpersonal relationship skill.
- Ability to work under pressure.
- Good Communication skill and
- computer literacy.

Duties:

- Provide general office administration support to the Directorate: Receive and respond to correspondence.
- Attend queries such as overtime payments and other claims as well as typing of all documents as requested.
- Assist with monthly, quarterly, and annually portfolio of evidence reporting.
- Conduct financial duties and overtime administration: Effectively verify claim forms and keep records; Provide procurement function.
- Provide administration support to the regional management: Organise logistics for meetings for Southwest Coast Region; Prepare and circulate agenda for meetings; Take and prepare minutes.
- Inspect and record vehicle logsheets monthly.

Enquiries: Ms Buyekezwa Mamaila

Tel: 021 402 3361

For attention: Human Resource Management

Closing date: 15 August 2022

- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae to be considered.
- Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
- **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town. **Marked for attention:** Human Resources Management.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
- The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
- Correspondence will be limited to successful candidates only.
- 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); social media checks, and qualification verification.
- Short-listed candidates will be expected to avail themselves at the department's convenience.
- **Entry level requirements for senior management service (SMS) posts:**
 - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
 - The course is available at the NSG under the name "certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - Shortlisted candidates must provide proof of successful completion of the course.
 - Furthermore, 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.
- The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
- The department reserves the right not to make an appointment.
- If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.