



Administration Clerk: Office of the Deputy Director General (DDG) - Corporate Management Services | four (04) months contract (CMS34/2022)

Salary: R176 310 plus 37% in lieu of benefits

Centre(s): Pretoria

Requirements:

- Grade 12 certificate.
- A post-matric qualification and relevant experience in administration will be an added advantage.
- Knowledge of administrative procedure.
- Knowledge of procurement policies and procedures.
- Thorough knowledge of financial management, computer literacy.
- Good communication skills (written and spoken), report writing skills, good interpersonal relations skills.
- Knowledge of public service prescripts and procedure.
- Sound organising and planning skills.
- Ability to work long hours voluntarily and plan under pressure.
- Ability to gather and analyse information.
- Ability to adhere to policies work independently and in a team.

Duties:

- Render secretarial support to the DDG's office.
- Effectively manage the DDG's diary.
- Provide administrative support to the DDG's Office.
- Provide document management support in the DDG's Office.
- Manage correspondence by receiving and distributing documents.
- Render logistical support services.
- Make travel arrangements and meeting arrangements.
- Handle travel claims.
- Provide client liaison support services.
- Screen calls and manage e-mails.

- Responding to the queries.

Enquiries: Ms T Bhunu
Tel: 012 399 9946

For attention: Human Resource Management

Closing date: 30 September 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 X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **marked for the 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.