



Administrative Officer (WCM03/2022)

Salary: R 261 372 per annum, (Total package of R409 856 per annum/ conditions apply)

Centre(s): Pretoria

Requirements:

- An appropriate National Diploma in Public Management/Office Management (NQF level 6) or equivalent qualification within related field. 1-2 years' experience in administration/office environment.
- Knowledge of administrative/clerical procedures.
- Knowledge of Logis, BAS, Financial and Procurement procedures.
- Knowledge of Procurement policies and procedures.
- Knowledge of Departmental procedures and prescript/policies.
- Computer literacy (emails, Internet, Word Processing).
- Sound organising and planning skills.
- Good communications skills.
- Ability to prioritise workload.
- Listening skills, Writing skills and Human relations skills.
- Ability to work long hours voluntarily.
- Ability to gather and analyze information.
- Ability to work individually and in a team.
- Good interpersonal relations skills.
- Ability to work under extreme pressure.
- Ability to work with difficult persons and to resolve conflict.
- Character beyond reproach.
- Articulate.
- Sense of responsibility and loyalty.
- Initiative and creativity.

Duties:

- Provide Administrative and Logistical Support to the Directorate.
- Arrange meetings and make booking for conferences and workshops.
- Distribution of documents in a prompt and confidential manner.
- Prepare document packs for meeting/interviews.
- Make travel arrangements for the officials.
- Prepare and type/draft letters and other documents.
- Maintain and oversee the filing system of the Directorate.
- Assist with the Management of Finance within the Directorate.
- Identify resource needs for the directorate.
- Ensure that funds are available for procurement of goods and services.
- Procurement of goods and services using approved procedures.
- Prepare quarterly procurement reports for the directorate.
- Ensure that correct and acceptable quality and quantities are delivered as per the order.

- Ensure that orders are created, and invoices are paid timeously.
- Provision of administration Support to the Directorate.
- Assist in compiling documents in preparation for Quality Assurance visits to projects. Liaise with implementers and provincial colleagues regarding quality assurance. Assist in the compilation of all project documents for Business Plan Evaluation during the planning phase.
- Prepare files for submission for approval.
- Provide inventory support to the Directorate.
- Maintain the directorate's asset register. Update the register when new office equipment is acquired.
- Arrange on behalf of personnel, with the asset manager for moving of furniture from one office to another.
- Conduct stocktaking of assets. Advise officials to complete VA7 forms whenever they need to use office equipment at workshop venues or at their homes (a VA7 form states that an official is authorised to use state property outside the premises)

Enquiries: Ms E Mgedezi
Tel: 012 399 9231

For attention: Human Resource Management

Closing date: 01 July 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.