



Assistant Director: Office Support (CMS11/2025)

Salary: R444 036 per annum

Centre(s): Cape Town

Requirements:

Degree/ National Diploma (NQF6) in Public Management or relevant qualification coupled with three (3) years' experience in related field. Understanding of building management legislation and regulatory framework. Knowledge and understanding of the National Archives Act, DPWI Giama, Public Finance Management Act and Treasury Regulations. Knowledge of Administration Procedures, Personnel Management and Contract Management. Good leadership and Management skills. Ability to communicate with ministries, senior management and officials and the public in a professional manner. Be able to gather and analyse information and apply it correctly. Be able to work individually and in a team, work with difficult people and also be able to work under pressure. Must be able to resolve the conflict.

Duties:

Manage building functions and leases of all buildings under Coastal Region. Conduct building compliance inspections, compile reports and ensure execution of recommendations. Consolidate monthly accommodation status updates and reports. Coordinate and manage the conduction of space audit and analysis in all buildings on a quarterly basis. Provide immediate solutions to problems and be able to interpret and apply policies, directives, and prescripts. Co-ordinate monthly meetings with all landlords and ensure proper follow ups on all the pending maintenance issues. Maintain and update records management in line with National Archives. Conduct compliance inspections and file plan training and awareness. Provide auxiliary services support, report on all Auxiliary Services performance and make recommendations of findings. Coordinate telecommunications services. Ensure that telecommunication services are fully functional

and Provide support in the development, review, and implementation policy and procedure manual.

Applications: CMS11-2025@dffe.gov.za

Enquiries: Ms N Sogayise-Dumezweni
Tel: 021 493 7109

Attention: Human Resource Management

Closing date: 24 February 2025

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- **ALL APPLICATIONS MUST BE SUBMITTED ON** a signed **new Z83 application form** (*click bold underlined text to download PDF form*) obtainable from any public service department accompanied by a recent detailed curriculum vitae only, to be considered.
 - Shortlisted candidates will be required to submit certified copies of qualifications, senior certificate, identity document and driver's license on or before the day of the interview.
 - **CAPE TOWN, EASTERN CAPE, KWAZULU-NATAL, NORTHERN CAPE, NORTH WEST AND WESTERN CAPE APPLICATIONS MAY BE FORWARDED TO:**
 - The Director-General, Department of Forestry, Fisheries and the Environment. The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or
 - **Hand-delivered to:** 14 Loop Street, Cape Town.
 - Or **can be emailed** to the respective email address quoting the reference number on the subject email.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - 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); 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 requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. 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/>
 - Furthermore, shortlisted candidates must provide proof of successful completion of the course.
 - All candidates shortlisted for the posts will be subjected to 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.