



Assistant Director: Administrative Support (ODG02/2025)

Salary: R444 036 per annum

Centre(s): Pretoria

Requirements:

Degree/National Diploma (NQF 6) in Public or Business Administration/Management or relevant qualification coupled with three (3) years' experience in related field. A minimum of (3) years of functional experience in records management and executive support services. knowledge: Public Service Act. Ability to convert policy into action. Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standards. PFMA, Treasury regulations, Employment Service Act, Skills development. Skills: General Management, Project Management, Financial Management, Communication, Interpersonal relations, Leadership, Problem-solving, Conflict Management, Facilitation, Analytical, Innovative, Sound organising and planning skills, Analytical thinking, Expert level of computer literacy, Advanced office applications such as MS Word, Excel, PowerPoint and Outlook, interpersonal and writing skills. Personal attributes: Ability to work individually and in a team, Ability to collaborate effectively and communicate with stakeholders at various levels, Ability to work under extreme pressure, Proactive approach to meeting deadlines and delivering results with limited supervision, Good interpersonal relations, Service Oriented and Integrity, Creativity, Innovation, Objectiveness and professionalism.

Duties:

Render Administrative and Records Management Support Services in the Office of the Director-General and perform the following key functions: Oversee and monitor progress on correspondence referred to the Department from the DG, Ministry, and Deputy Ministry, and other stakeholders. Quality assuring and analysing submissions for DG's consideration, implementing DG's decisions on the Electronic Document Management System (EDMS), Processing of DG recommended submissions to DMs and Ministry Offices, and provide feedback to branches once decisions have been received for implementation. Provide client liaison support for DG to members of the public/stakeholders telephonically and per email (Acknowledge receipt, filter, and transfer/initiate and assign correspondence referrals. Monitor the status and progress of assigned workflows/tasks/referrals for record-keeping purposes, track and trace progress and prepare progress reports). Ensure that Financial, Legal, and administrative requirements and regulations are complied with.

Ensure Data Capturing, Data protection, and classification of records are adhered to. Assist in the updating of Standard Operating Procedures and directives to ensure compliance and that control measures are sufficiently implemented which should operate within the existing Electronic Document Management and tracking system. Ensure that all hard copy contracts for signature by DG are accompanied by all supporting documentation and Legal Vetting memorandum. Maintain a register of all SMS and MMS staff members who are board members for other government institutions and/or form part of special task teams. Provide comprehensive finance, supply chain management/procurement, and assets management support. Provide mentorship to interns.

Applications: ODG02-2025@dffe.gov.za

Enquiries: Ms J Venter

Tel: 012 399 9765

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.
 - **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.
 - 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 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.