



Office Administrator (CWM06/2022)

Salary: R261 372 per annum (Total package of R405 344 per annum/
condition apply)

Centre(s): Pretoria

Requirements:

- Appropriate National Diploma in Public Administration / Management or equivalent qualification coupled with one to two (1-2) years' related experience.
- Knowledge and understanding of administration procedures, financial management, public service and departmental procedures and prescripts.
- Knowledge of Batho Pele Principles and take initiative to ensure effective service delivery.
- Ability to take minutes, follow up on actions, work under pressure and work with difficult people.
- Good communication and problem solving, interpersonal, organising, presentation and facilitation skills with strong sense of responsibility and accountability.
- Good Computer literacy in MS Office Software.
- Ability to work long hours voluntary, be accessible on work cell phone (voice, SMS, WhatsApp) after hours where there are urgent admin related requests and work with limited supervision.

Duties:

- Render efficient secretarial support to the chief director.
- Screen and transfer relevant calls to the chief director or take messages, make calls on behalf of the chief director, and handle/redirect enquiries regarding the policies and procedures to clients.
- Manage the chief directorates daily activities, develop priority matrix, including the work of the directors in the chief directorate linked to office administration.
- Update the diary of the chief director regularly and set reminders of appointments.
- Draft letters, reports and other correspondence, and distribute any correspondence to officials in the chief directorate.
- Provide administration support to HR and supply chain management for the chief directorate.
- Keep file plan updated and ensure filing is done on daily basis.
- Attend to correspondence that need immediate attention.
- Make travel and accommodation arrangements for the chief director and for the directorate and arrange internal and external meetings.

- Order stationery, tools of trade and office equipment for the chief directorate.
- Provide support on the management of the memo's, budget, generate expenditure reports for the office, manage petty cash requests and recon, and ensure that S&T claims are completed and submitted.
- Provide support on the compilation of BAS payment for cell phone and 3G costs.
- Process, record and consolidate invoices.
- Support the Chemicals and Waste Management Branch on planned and ad-hoc activities where capacity is required.
- Be open to continuous learning and growing as a team member.

Enquiries: Mr Surprise Zwane
Tel: 012 309 8689

For attention: Human Resource Management

Closing date: 17 October 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.