



Applications are invited from suitably qualified and experienced persons for the following positions.

POST:	ADMINISTRATIVE CLERK: OFFICE OF THE HOD
SALARY NOTCH:	R 181 599 p.a.
SALARY LEVEL:	05
REFERENCE NO:	AC- HOD 02/FEB 2023

REQUIREMENTS: ▪ Applicants must have a Grade 12 or equivalent qualification. An experience working within the Executive Offices environment will serve as an added advantage.

COMPETENCIES NEEDED: Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Service Regulations, Public Service Code of Conduct, Public Finance Management Act (PFMA), Labour Relations Act, Service Delivery Frameworks (Batho Pele), Basic Conditions of Employment Act; Archive and registry prescripts.

THE CANDIDATES SHOULD DEMONSTRATE EXCELLENT SKILLS IN: ▪ Computer literacy; office administration skill; Communication skills (written and verbal); Interpersonal Relations; Language Proficiency; Planning and Organizing skills; Service Delivery (Batho Pele). ▪ Personal attributes: Ability to maintain a high level of confidentiality ▪ Candidates must be self-driven, motivated, results oriented, respectful, flexible, Professional, honest and trustworthy.

KEY PERFORMANCE AREAS: The incumbent will be responsible for the following: ▪ Perform records management function. ▪ Provide office services ▪ Render reception functions. ▪ Perform administrative and related functions.

▪ **ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT. PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.**

▪ **CLOSING DATE: 03 March 2023.**

▪ **THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL.**

ENQUIRIES:	MRS L GOVENDER
TEL NO:	033 264 2515