



## KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

**Applications are invited from suitably qualified and experienced persons for filling the following position:**

<b>POST:</b>	<b>Secretary: to the Director: Office of the HOD</b>
<b>SALARY NOTCH:</b>	<b>R 181 599 per annum</b>
<b>SALARY LEVEL</b>	<b>05</b>
<b>CENTRE:</b>	<b>HEAD OFFICE</b>
<b>REFERENCE NO:</b>	<b>PA-DIR- HOD - 16/FEB 2023</b>

**REQUIREMENTS:** Applicants must have Grade 12 or any qualification that will enable the person to perform work satisfactory. Practical experience in rendering secretarial/ administrative support to Management/ Senior Management will serve as an added advantage. •Computer literacy is a prerequisite.

**COMPETENCIES NEEDED:** Knowledge of relevant legislation/ policies/ prescripts and procedures ▪ reporting formats/ Templates of the organogram ▪ Sound knowledge on the operation and utilization of the following equipment's: general Office Equipment i.e. Binding Machines, dictaphones, computer, printer, photocopier, fax machine, data video projector and MS Office ie Word, Excel and Presentation; minutes taking. Working knowledge of the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Service Delivery (Batho Pele).

**THE CANDIDATES SHOULD DEMONSTRATE EXCELLENT SKILLS IN:** ▪ Utilization of computer software packages (MS Word, PowerPoint, MS Excel, E-mail and Internet Office) ▪ Minutes taking skills; Excellent interpersonal and communication skills (written and verbal) with people at different levels from different backgrounds ▪ Good telephone etiquette ▪ tact and discretion ▪ Numeracy skills ▪ Document tracking ▪ Meeting Procedures ▪ Ability to maintain a high level of confidentiality ▪ Candidates must be self-driven, motivated, results oriented and professional.

**KEY PERFORMANCE AREAS:** The incumbent will be responsible for the following: ▪ **Provide a secretarial/receptionist support service to the Director** ie. Record appointment and events in the diary of the Director, type documents for the Director, operates office equipment's; ▪ **Provide a clerical support service to the Director** ie. Arrange meetings and events for the Director, records minutes of the meeting of the Director, does filling of documents, administer leave system, Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents to enable the Director to prepare for the meetings; ▪ **Remains up to date with regard to prescripts and policies to ensure effective and efficient support to the Director** ie. Studies relevant Public Service and departmental prescripts/ policies and other documents, remain abreast with the procedures and process that apply in the office of the Director.

- 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