

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.
- CLOSING DATE** : 28 February 2020, 15h45.
- NOTES** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.
- POST** : **ADMINISTRATIVE SECRETARY TO THE DEPUTY DIRECTOR-GENERAL (REF: AS/DDG/01/2020)**
- SALARY** : R257 508 – R303 339 per annum (Salary Level 7)
- CENTRE** : **COMMISSION HOUSE, PRETORIA**
- REQUIREMENTS** : Ideal Candidate Profile: A Secretarial Diploma (NQF Level 5) or equivalent qualification coupled with two to three year's experience in client liaison and general administration • A National Diploma/Degree in Public Administration/Public

Management or social sciences (NQF Level 6/7) degree will be an added advantage • Experience in formatting reports and layout of documents • Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations • Must be assertive, trustworthy, ethical and professional with integrity • Must be willing to occasionally work after hours • Must have effective administrative, organizational and communication skills • Must be creative, motivated, self-driven, results-oriented and initiative • Ability to work both independently and as part of a team • Knowledge of the Constitutional Values and Principles (CVPs) in Section 195 and the effect of the CVPs on the daily duties of this post • Ability to work under pressure and maintain a high level of confidentiality • Must have commitment to transformation • Must have a valid driver's license.

DUTIES : Key Performance Areas: The successful candidate: Will be responsible for the smooth operation of the Deputy Director-General's • He/she will serve as a Personal Assistant to the Deputy Director-General's • Conduct research, abstracting and preparing information and supporting data for meetings, projects, presentations and reports • Administering office correspondence/ documents/reports • Assist in the expenditure control for the office of the Deputy Director-General • Making travel and accommodation arrangements and processing claims thereof • Drafting and typing correspondence/documents including PowerPoint presentations • Maintaining and managing the filing system • Organising meetings/ workshops and taking minutes during meetings • Administering the Deputy Director-General's diary • Acting as a receptionist for the Deputy Director-General and the Office.

ENQUIRIES : Ms I Mathenjwa
TEL : 012 352 1109