



environment & tourism

Department:
Environmental Affairs and Tourism
REPUBLIC OF SOUTH AFRICA

Applications must be submitted on a Z83 form and should be accompanied by all required certified (in the last 12 months) copies of qualifications, Identity Document, Proof of Citizenship if not RSA Citizen, a comprehensive CV including three (3) contactable reference persons, to the Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs and Tourism, Private Bag x 2, Roggebaai, 8012. The National Department of Environmental Affairs and Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of this post and candidates whose appointment / transfer will promote representivity will receive preference. 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. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

- FOR ATTENTION** : HR Registry: Integrated Human Resources
- CLOSING DATE** : **22 June 2009**
- POST** : **OFFICE ADMINISTRATOR I: Supply Chain Management and Asset Management (MCM 35/2009)**
- SALARY** : R 94 326 per annum (Total package of R 146 549 per annum / conditions apply)
- CENTRE** : CAPE TOWN
- REQUIREMENTS** : Candidates must be in possession of a Secretarial Diploma with exposure to Office Admin or Grade 12 and Extensive Working experience in an office administration or secretarial support environment. Computer literacy and application (MS Office packages), Exposure to GroupWise / Outlook an added advantage. The successful candidate must have good interpersonal, communication, numerical, planning, organisational and decision making skills. Must have a sense of responsibility and be able to work with minimal supervision. Willingness to work after hours when needed and the ability to work under pressure.
- DUTIES** : The successful applicant will be responsible for the following aspects: Provide administrative support to the Director which entails: Manage the office diary, manage correspondence by receiving and distributing documents, acknowledge receipt, compile letters, submissions, reports and typing documents, take minutes of meetings and filing. Follow up on outstanding documents with all relevant internal and external stakeholders. Manage efficient flow of documents in and out of Director's office and track correspondence. Make logistic arrangements for meetings, seminars, workshops and traveling. Manage procurement of goods and services. Be responsible for budget administration, petty cash, processing of S&T claims, cellular phone and other claims. Assist the Director with personal tasks within agreed framework between Director and officer. Receive visitors and attend to telephone calls in Director's office.
- ENQUIRIES** : Mr S Tikayo : Ph (021) 402-3628