



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 positions.

PERSONAL ASSISTANT:	CHIEF DIRECTOR: ENVIRONMENTAL SERVICES
SALARY:	R 257 508.00 PER ANNUM
SALARY LEVEL:	7
REFERENCE NO:	CD: ES 2020

REQUIREMENTS: Applicants must have a Senior Certificate and a one year Diploma in Secretarial Studies and/or a Diploma in any of the three i) Office Management, ii) Public Management, iii) Business Management. Applicants must have 3 years practical executive or secretarial experience. Computer literacy is a prerequisite.

Competencies required: ♦ Knowledge of the utilization of Computer software packages e.g. MS Word, PowerPoint, MS Excel, E-mail and Internet Office. Basic knowledge on Financial Administration and Budgeting. ♦ Telephone etiquette ♦ Document tracking ♦ Administrative Practices ♦ Conference and Meeting Procedures, Excellent organizing skills, numeracy skills, excellent interpersonal and communication (written and verbal) skills ♦ Ability to maintain a high level of confidentiality. ♦ Candidates must be self-driven, motivated, results oriented and professional.

Key responsibilities include:

- Provide administrative support functions to Chief Director through organizing the Chief Director's affairs: by maintaining and organizing the diary to arrange and prioritize meetings, confirming appointments and reminding the Chief Director of engagements ♦ typing submissions and other documents ♦ arrangement of transport and accommodation ♦ arrange for dissemination of information during meetings. ♦ Copy and circulate information on behalf of the Chief Director. Taking minutes in meetings. ♦ Provide administrative support to the Chief Director

through ensuring the updating and safekeeping of all records, duplication of documents, office provisioning, management of telecommunication system, receiving correspondence through fax and e-mail. ♦ Follow up on all correspondence and files sent out of the office for reply / approval. ♦ Answering and making telephone calls on behalf of the Chief Director and canalizing telephone calls to the relevant officials. ♦ Assist the Chief Director by sourcing relevant information. ♦ Receive visitors. ♦ Perform a variety miscellaneous catering and administrative tasks. ♦ Support the Chief Director with the administration of the Chief Director's budget. ♦ Collects and coordinates all the documents related to the Chief Director budget. ♦ Assist Chief Director in determining funding requirements for purposes of MTEF submissions. ♦ Checks and correlates BAS reports to ensure that expenditure is allocated correctly. ♦ Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. ♦ Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director.

ENQUIRIES:	Mrs S Nowele
TEL NO:	033 264 2669

PERSONAL ASSISTANT:	DIRECTOR: ENVIRONMENTAL SERVICES (North Region)
SALARY:	R 257 508.00 PER ANNUM
SALARY LEVEL:	7
REFERENCE NO:	DNR: ES 2020

REQUIREMENTS: Applicants must have a Senior Certificate and a one-year Diploma in Secretarial Studies and/or a Diploma in any of the three i) Office Management, ii) Public Management, iii) Business Management. Applicants must have 3 years practical executive or secretarial experience. Computer literacy is a prerequisite.

Competencies required: ♦ Knowledge of the utilization of Computer software packages e.g. MS Word, PowerPoint, MS Excel, E-mail and Internet Office. Basic knowledge on Financial Administration and Budgeting. ♦ Telephone etiquette ♦ Document tracking ♦ Administrative Practices ♦ Conference and Meeting Procedures, Excellent organizing skills, numeracy skills, excellent interpersonal and communication (written and verbal) skills ♦ Ability to maintain a high level of confidentiality. ♦ Candidates must be self-driven, motivated, results oriented and professional.

Key responsibilities include:

- Provide administrative support functions to Director through organizing the Director's affairs: by maintaining and organizing the diary to arrange and prioritize meetings, confirming appointments and reminding the Director of engagements ♦ typing submissions and other documents ♦ arrangement of transport and accommodation ♦ arrange for dissemination of information during meetings. ♦ Copy and circulate information on behalf of the Director. Taking minutes in meetings. ♦ Provide administrative support to the Director through ensuring the updating and safekeeping of all records, duplication of documents, office provisioning, management of telecommunication system, receiving correspondence through fax and e-mail. ♦ Follow up on all correspondence and files sent out of the office for reply / approval. ♦ Answering and making telephone calls on behalf of the Director and canalizing telephone calls to the relevant officials. ♦ Assist the Director by sourcing relevant information. ♦ Receive visitors. ♦ Perform a variety miscellaneous catering and administrative tasks. ♦ Support the Director with the administration of the Director's budget. ♦ Collects and coordinates all the documents related to the Director budget. ♦ Assist Director in determining funding requirements for purposes of MTEF submissions. ♦ Checks and correlates BAS reports to ensure that expenditure is allocated correctly. ♦ Compare the MTEF allocation with the requested budget and informs the Director of changes. ♦ Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Director.

ENQUIRIES:

Ms N Walingo

TEL NO:

033 264 2581

NOTES TO CANDIDATES

1. **The Department of Economic Development and Tourism and Environmental Affairs 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 these posts. The candidature of persons whose appointment will promote representivity will receive preference.**
2. **Location: PIETERMARITZBURG (Not unless otherwise specified for the post)**
3. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned post at anytime prior to an appointment being made.

4. All applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service department which must be originally signed and dated. The application form must be accompanied by certified copies of qualifications (not copies of previously certified copies), Identity Document, and a comprehensive CV. Should an applicant be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
5. **The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, qualification, citizenship and previous experience employment verifications).**
6. Forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to: **The Head, Department of Economic Development, Tourism and Environmental Affairs, Private Bag 9152, PIETERMARITZBURG, 3200 for the attention of Ms Thobile Hlophile**
7. Candidates are encouraged not to send their applications through registered mail, as the Department will not take responsibility for non-collection of those applications.
8. Interested persons may contact the above relevant person next to the posts for further information.
9. Due to the anticipation of the volume of applications we will receive in response to this advertisement, correspondence will be limited to short-listed candidates only. Should you not hear from us within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants are informed that applications, copies of qualification and CV's will not be returned.
10. NB: Fax, e-mail, incomplete and late applications will not be considered. It is the responsibility of the candidates to ensure that their applications reach the Department timeously.
11. **Kindly notes that these adverts are only open to people residing in KwaZulu-Natal.**
12. **APPLICATIONS MAY ONLY BE POSTED OR HAND-DELIVERED TO GROUND FLOOR, 270 JABU NDLOVU STREET, PIETERMARITZBURG, 3201.**
13. **CLOSING DATE: 15 January 2021**