



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

ADMINISTRATOR: SPECIAL PROGRAMMES

Remuneration Package R316,791.00 per annum (Excl. benefits)

Reference: (Ref. S022/2020)

Pretoria

The incumbent will be required to: Provide a National Treasury wide administrative support service aligned to special programmes in the Disability, Gender Mainstreaming, childhood development and Wellness Programmes.

Qualifications and experience requirements: A National Diploma/ Degree in Psychology/ Social Work related fields.
• A minimum 2 years' experience obtained in the facilitation of Special Programmes. • Knowledge of Childhood development.

Some key outputs include:

- Support Persons Living with Disability:** Assist employees living with disabilities with logistical challenges during attendance of meetings and workshop. • Facilitate travel documentation of employees living with disability when accompanying them on official trips. • Provide administrative support for implementation of disability disclosures and awareness for employees. • Develop and maintain the database for employees living with disabilities.
- Gender Mainstreaming Support:** • Provide support during the gender-based events • Coordinate information for calendar events themes and provide inputs to gender-based concepts. • Provide inputs on gender-based compliance reports.
- Employee Wellness Programme Support:** Provide inputs on EWP compliance reports • Promote EWP annual events. • Provide support during the EWP annual events and advice on EWP services procedures. • Liaise with service provider on administrative matters. • Manage the bookings for massage services offered by National Treasury.
- Secretariat to Transformation and Wellness Committee:** Coordinate meetings on monthly basis to committees and forums • Arrange the bookings of boardrooms and Invitations. • Prepare the agenda and documents to be issued. •

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV in pdf format and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be consider. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.



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Take minutes and manage the registers for committee meetings. **Manage Children's Waiting Area:** Administer the children's attendance register • Supervise and monitor the safety of children. • Report any problem which may occur with the children during the waiting period • Help children keep good hygiene. • Maintain a neat and organised child waiting area. • Report damaged equipment in the facility. • Keep the waiting area and equipment safe and clean.

Applications may be sent via e-mail to Recruit.OMIN@treasury.gov.za

Closing date: 9 March 2020 at 12:00pm

Please note: We only accept applications sent via email to the above mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.

Please also ensure that you read the full advert for guidance on how to send your applications.

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Human Resources on 012 315 5100.

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