



national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE ACCOUNTANT-GENERAL
TEAM ASSISTANT (CAPACITY BUILDING)
12 CALENDAR MONTHS FIXED TERM CONTRACT

Remuneration Package R257, 508.00 per annum (Excl. benefits)

Reference: (Ref. S055/2020)

Pretoria

The incumbent will be required to: Provide secretarial and administrative support service to director/s and to facilitate smooth administrative operations for the Public Financial Management for Improved Service Delivery Programme.

Qualifications and experience requirements: Grade 12, studying toward a relevant post grade 12 diploma or degree at an accredited educational institution recognized by SAQA • A minimum of 3 years relevant administrative and/or secretarial experience • Must be computer literate.

Some key outputs include: **Secretarial Support:** Maintain the director's diary and manage appointments • Manage electronic document tracking system • Do all typing/word processing, faxing & photocopying for the directors • Assist directors in compiling presentations • Arrange meetings (conference rooms, documentation, parking, logistics, resources), and take minutes during meetings • Manage Travel Arrangements (including programs, logistics, security and transport for delegates from other government and international institutions as well as overseas trips) • Answer and screen telephone calls • Acknowledge receipt of correspondents **Administrative Support:** Finalise submission documentation and effect necessary changes when requested to do so by directors • Perform procurement

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 and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the 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 considered. 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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administrative functions • Manage filing system for directors • Ensure/ Co-ordinate fast & efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up) • Assist directors with the preparation, proof-reading and quality control of documents emanating from the office • Assist directors with the co-ordination and admin tasks of relevant projects • Work with and /or as part of the technical project teams when needed to provide administrative and secretarial support • Perform and ensure timely reconciliation of subsistence and travel claims for directors • Arrange protocol and VIP protection for all officials from international organisations and foreign governments, where applicable • Handle confidential document with utmost discretion • Download documents from the internet upon request • Handle all invoices and claims **Budget Contribution and Monitoring:** Prepare budget requirements and travelling for directors and ensure that they are included in the budget of the chief directorate • Confirm availability of funds to operate within budget limit • Coordinate telephone accounts and submit to the relevant parties on a monthly basis • Keep accurate records and reconcile stationary on a monthly basis.

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

Closing date: 1 September 2020 at 12:00 pm

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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