

OFFICE OF THE CHIEF PROCUREMENT OFFICER

Personal Assistant: SCM Stakeholder and Client Management

Salary: R243,747.00 (excluding benefits) Ref: (S031/2016) • Pretoria

Purpose:

To provide secretarial and administrative support services to the Chief Director and to facilitate smooth administrative operations for the Chief Directorate: SCM Stakeholder and Client Management.

Requirements:

To be considered for this position, the applicant should have a relevant 3 years National Diploma or Degree from an accredited educational institution.

Experience in:

- 3-5 years' relevant administrative and/or secretarial experience.
- The use of MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint and MS Access & MS Outlook.
- The utilization of the Internet;
- Computer literacy; and
- Administration skills.

Key outputs:

It will be expected from the successful candidate to perform:

Secretarial Support: Maintain the Chief Director's diary and manage appointments, Manage electronic document tracking system, Do all typing/word processing, faxing and photocopying for the chief director, Assist chief director 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 correspondence.

Administrative Support: Finalise submission documentation and effect necessary changes proposed by Chief Director, Perform procurement administrative functions, Manage filing system for Chief Director, Ensure/Co-ordinate fast and efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up), Assist Chief Director with the preparation, proof-reading and quality control of documents emanating from the office, Assist Chief Director with the co-ordination of relevant projects, Work with and/or as part of the client support teams when needed to provide administrative and secretarial support, Perform and ensure timely reconciliation of subsistence and travel claims for directors. Handle confidential document with utmost discretion, Handle all invoices and claims.

Budget Contribution and Monitoring: Prepare budget requirements for the Chief Directorate, Manage the expenditure of the unit against the allocated budget. Keep accurate records for reconciliation on a monthly basis through the In-Year-Monitoring process.

Closing date: 12 February 2016 at 12:00. No late applications will be accepted.

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

Only applications accompanied by a completed Z83 form will be considered with a comprehensive CV and copy of the ID. Certified copies of qualifications will only be requested and accepted from shortlisted candidates.

Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or e-mail: recruit.ocpo@treasury.gov.za

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. 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 1 month of the closing date, please regard your application as unsuccessful.