

OFFICE ASSISTANT: ASSETS AND LIABILITY MANAGEMENT (S161/2015)

WITHIN THE OFFICE OF THE DEPUTY DIRECTOR-GENERAL: ALM

R132, 399.00 basic salary per annum (excluding benefits)

PRETORIA

PURPOSE:

To provide secretarial and administrative support service within the office of the Deputy Director-General: Asset and Liability Management and to facilitate smooth administrative operations.

KEY OUTPUTS:

It will be expected from the successful candidate to:

- Procure goods and services.
- Give administrative support to the division.
- Perform inventory management.
- Provide office management services.
- Handle classified/sensitive information with utmost discretion.
- Back-up support to the Executive Assistant.
- Assist in the financial management functions for the division.

REQUIREMENTS:

To be considered for this position, the applicant must have a grade 12 certificate and working towards a diploma in a relevant field would be an advantage.

EXPERIENCE:

- Experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, and MS Outlook.
- A minimum of 2 to 3 years relevant administrative and/or secretarial experience.
- Computer literacy and administration skills.
- Knowledge of use of photocopiers, fax machines, binding machines, mail distribution and stationery stock-taking.
- Planning and organising skills, problem solving and analysis, good oral communication, interpersonal sensitivity, flexibility, resilience and personal motivation.
- IFMS competency.
- Budget administration experience.
- Records management experience.
- Experience in managing an executive office.

Closing date: 18 September 2015 at 12:00 pm. No late applications will be considered.

he National Treasury is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

Applications should be accompanied by a completed Z83 form, comprehensive CV and certified copies of qualifications and ID. 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 to the e-mail address recruit.alm@treasury.gov.za No late applications will be accepted.

Qualifications and security screening will be conducted on recommended candidates. 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.