

Intergovernmental Relations

Executive Assistant to the Head of the Intergovernmental Relations Division

(S171/2015)

Pretoria

Salary: R289, 761.00 per annum (excluding benefits)

Purpose: To provide seamless administrative and secretarial support services in the Office of Deputy Director-General: Intergovernmental Relations.

Requirements: Relevant 3 years national diploma or degree from accredited educational institution • a minimum of 5 years relevant administrative and/or secretarial experience at an executive level environment • Must be computer literate at an advanced level

Additional requirements: Good command of English written and spoken. Decision-making skills and team-participation * Exceptional skills in budget coordinating monitoring * Client Service Orientation * Ability to liaise with internal and external stakeholders * Ability to persuade and negotiate at all levels * Results-driven * Problem solving and innovative capability

Key outputs: Manage all administrative and secretarial responsibilities relating to the Office of the DDG • Human Resources Management (leave Management) • Maintain DDG's schedule • Maintain efficient communication with internal and external stakeholders • Prepare agendas and programmes as well as record minutes of meetings in the Division as and when needed • Receive, record, distribute and account for all incoming and outgoing documents and record on the electronic document tracking system (filing) • Answer and screen all telephone calls with discretion and re-route to the appropriate person • Manage travel arrangements for all employees in the Office of the DDG • Ensure and advise on the effective flow of information and documentation • Where required, draft complex correspondence for approval by the DDG • Compile presentations for the DDG • Do quality assurance on all incoming and outgoing documents • Collect and coordinate information for the DDG as required • Perform provisioning administrative functions for the DDG on Supply Chain and Budgeting.

Applications may be sent via e-mail to recruit.igr@treasury.gov.za closing date: 14 October 2015 at 12:00.

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.

Applications should be accompanied by a comprehensive CV and originally 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 mentioned. No late applications will be accepted.

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.