

## Public Finance

### Team Assistant: Justice and Protection Services (S174/2015)

#### Pretoria

#### R 196 278.00 basic per annum (excluding benefits)

**Purpose:** To provide a comprehensive secretarial service to the senior management team within the Justice and Protection Services Chief Directorate and to facilitate smooth administrative operations.

**Requirements:** Grade 12 • Experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook • A minimum of 3 years relevant administrative and/or secretarial experience • Computer literacy and Administration skills • Experience in English business writing skills and minute taking • Experience in management of logistics relating to meetings

**Key outputs:** It will be expected from the successful candidate to: Do all typing / word processing work, faxing & photocopying • Arrange logistics for meetings/workshops (conference rooms, documentation, parking, lunch/tea/coffee, documents, presentations, minutes) • Document management - Handle confidential documents with utmost discretion and record all incoming and outgoing submissions and other documents; including acknowledge receipt of correspondence and maintaining an electronic filing system • Diary (appointments) management and answering, screening and managing telephone calls • Manage travel and accommodation arrangements (including overseas trips) • Reconcile subsistence and travel claims • General dispatch work, arrange refreshments when required • Organise the office of the managers • Ensure/Co-ordinate fast & efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up) • Assist the Directorates with the preparation, proof-reading and quality control of documents emanating from the office and where required draft replies/memo's for approval by the manager • Co-ordinate telephone accounts and submit to the relevant parties on a monthly basis • Assist the Directors with administration of the directorates budget.

Applications may be sent via e-mail to [recruit.pf@treasury.gov.za](mailto:recruit.pf@treasury.gov.za) closing date: 15 October 2015 at 12:00.

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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.