

**OFFICE OF THE CHIEF PROCUREMENT OFFICER**

**TEAM ASSISTANT: SCM ICT  
(S190/2015)**

**R196,278.00 basic salary per annum (excluding benefits)  
PRETORIA**

**Purpose:**

**Purpose:** To provide administrative and secretarial support service to the Chief Directorate: SCM Information, Communication and Technology and to facilitate smooth administration operations for the directorate.

**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.

**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 all travel and accommodation arrangements;
- 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 Directorate 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;
- Work with the Business Support Manager when needed to provide secretarial, administrative, facilities and security support.
- Assist with administration of the directorate's budget;

**Experience:**

- 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
- Project Management skills will be an added advantage

**Closing date: 6 November 2015 at 12:00 pm. No late applications will be considered.**

**The 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.ocpo@treasury.gov.za](mailto:recruit.ocpo@treasury.gov.za)

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.