



defence

Department: Defence REPUBLIC OF SOUTH AFRICA

SENIOR SECRETARY GR II

Salary: R76 194 pa, Level 5

FINANCIAL MANAGEMENT DIVISION (41 OF 2009)

- **1 x post Financial Management Office (FMO) C SANDF, Office of the Director Budget Management, Pretoria, Ref: 41/47**
 - **REQUIREMENTS:** Minimum qualification: Grade 12 certificate with Typing as a passed subject (proof that formal computer literacy courses/training have been completed will be considered where applicants do not have Typing as subject on their Grade 12 certificate). Broad experience in/exposure to general secretarial duties at least at Director level.
 - **SPECIAL REQUIREMENTS (skills needed):** Hands on knowledge/experience of MS Office applications (Excel, PowerPoint, Word). Ability to effectively and efficiently operate the Internet and Lotus Notes programs. Knowledge and practical experience of the correct application of the Conventions of Service Writing (CSW) would serve as a strong recommendation. Well-developed verbal and written communication skills. Good inter-personal skills, adaptability and resourcefulness. Ability to handle variety of tasks and working under pressure. Very presentable, neat, well-groomed and punctual. In possession of a valid Department of Defence (DOD) security clearance or able to obtain such clearance directly after appointment. Possession of a valid RSA vehicle driver's license would serve as a strong recommendation. South African citizen (permanent resident).
 - **DUTIES:** Render effective and efficient secretarial services to the Director concerned. Typing of variety of documents such as agendas, minutes, memos, letters, reports. Handling and maintaining of the Director's daily correspondence, controlling incoming and outgoing files, answering of telephone calls and taking/relaying messages, processing outgoing calls. Arranging of entry authorisations, parking, receiving visitors and serving of tea/refreshments. Arranging of meetings, appointments, flights, accommodation, transport, parking etc for the Director. Acting as secretary for meetings as and when required. Ensuring that the Director receives agendas and minutes timeously. Updating and storing the directorate's CV's and personal information and reminding the Director of the scheduled days and other important dates concerning personnel. Maintaining the Director's electronic diary. Attending to the tidiness and security measures of the office. Assist in maintaining and updating the office inventory. Reporting faults and/or malfunctioning of telephones and other equipment in the office. Receiving, registering, routing and filing of correspondence, agendas, minutes and other related documentation. Requisitioning and stocking of stationery and forms for the office. Keeping record of and controlling target dates applicable to the Director and his personnel. Liaison with other departments/sections concerned iro requisitions, claims etc. Maintaining a supplementary personal file for the Director's important documents, telephone numbers, addresses and names of contact persons. Maintaining the Director's vehicle logbook. Recording and submitting of leave forms. Ensuring that the Director's gift register is maintained and updated and the prescribed return submitted as prescribed.
 - **NOTE: Applications must be on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificate and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) iro each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Applications received after the closing date, as well as faxed applications will not be considered.**
- ❖ **ENQUIRIES:** Ms F.G. Mabilane, tel: (012) 355-5961/5962
- ❖ **APPLICATIONS:** Bosman Street, Pretoria where it must be placed in wooden post box number 5 at

Reception. Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

❖ **CLOSING DATE: 15 May 2009**

(Applications received after the closing date and faxed copies will not be considered).