



# defence

## Department: Defence REPUBLIC OF SOUTH AFRICA

### SENIOR SECRETARY GR 11

Salary: R76 194 pa, Level 5

### **DEFENCE INTELLIGENCE DIVISION (02 OF 2009)**

- **3 x posts of Secretary Gr III at Defence Intelligence, Liberty Life Building, Pretoria, Ref 02/01**
- **REQUIREMENTS:** NQF Level 2 – 4 preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience of liaising on different levels will be a recommendation.

**SPECIAL REQUIREMENTS (skills needed):** Computer literate. Detailed knowledge of the operation/utilization of specific software packages i.e. MS Word, MS Excel, MS Power Point, Lotus Notes and the Internet. Communicate efficiently (verbally and written) in English. Good Organizing, interpersonal relationships, analytical, problem solving, good planning, organizational, administrative and typing skills. Must be able to obtain a secret security clearance within a year.

**NOTE:** Preference will be given to applications who enhance both Race and Gender representivity in the Division. During the interview, candidates might be expected to do a competency test.

- **DUTIES:** Type routine notes, memo's, letters and reports. Maintain office administration and security. Draft presentations and spreadsheets. Develop new ideas to change existing methods and procedures. Handle S&T claims, payments and issue receipts. Handle petty cash payments. Arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Compile Minutes correctly. Order and purchasing of stationary: Keep the Director's diary. Organize social functions. Deal with classified files and documents. Scan the newspapers and collect important clippings for the Directors. Arrange for visitors authorization and parking.
- **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) for 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 D. Hertzog, Tel: (012) 315 0175

❖ **APPLICATIONS:** Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001

❖ **CLOSING DATE:** 29 May 2009

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