

# **CAN YOU WORK AS SECRETARY / RECEPTIONIST ? SALARY R15 296.50**

(REF NO: 2017/031) (Administration: Office of the Director-General) (Chief Directorate: Office of the Director-General) (Directorate: Office of the Director-General) SALARY : R 183 558 per annum. (Level 06)

CENTRE : Office of The Director-General: Cape Town

REQUIREMENTS : An appropriate NQF Level 6/7 qualification (National Diploma or Bachelor's Degree) in Office Management with 1 year experience or Grade 12 with 4 years of experience. Required knowledge and skills: Comply with MISS requirements; Good communication (written and verbal) and interpersonal skills; Analytical, Problem Solving, Computer Skill. Must be willing to work beyond normal working hours and work under pressure.

DUTIES : Render a reception and general administrative support services to the Office of the Director-General in Cape Town. Receive Director-General's guest. Liaise with the Pretoria Office. Make logistical arrangement for the Director-Generals meeting. Make travel and accommodation arrangements for staff in the Office of the DirectorGeneral in Cape Town. Attend to email correspondence and receive/send faxes, typing of documents when required. Receive telephone calls, keep a message system for staff members, Records, and acknowledge receipt of queries from the public and personnel from the Department. Maintain strict confidentiality when working with documentation related to staff members and other matters. Provide general administrative assistance as required. Record data into computer system and file documentation. Prepare meetings packs.

NOTE : This post is being re-advertised and candidates who applied previously may reapply if they are still interested.

ENQUIRIES : Ms M Lotz; Tel: (012) 309 3663/3312