

# SECRETARY

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

POST: SECRETARY

REF NO: 3/2/1/2018/103

Directorate: Quality Assurance and Administration

SALARY: R183 558 per annum (Level 6)

CENTRE: Gauteng (Pretoria)

**REQUIREMENTS:** Grade 12/Senior Certificate. Relevant working experience in a secretarial environment. Advanced computer literacy (MS Word, MS Excel, Power Point, 18 Outlook etc.). Job related skills: Good telephone etiquette, sound organizational ability, good interpersonal relations, basic written communication, language and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure as well as the willingness to work irregular hours. High level of reliability. Ability to act with tact and discretion.

**DUTIES:** Provide a secretariat/receptionist support service to the Director. Receive and refer calls to the respective role players. Diary management. Typing of documents for the Director and managers within the unit. Operate office equipment e.g. fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minutes taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationery, refreshments etc. Remain up to date with

regard to prescripts / policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.

NOTE: Coloured, Indian and White males and Indian females and persons with disabilities are encouraged to apply.

APPLICATIONS: Only applications submitted online via the e-Recruitment System @ <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx> will be accepted.

NOTE: Late applications will not be considered after the closing date. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 021 424 8677 should you experience any difficulties with your online application. It would be appreciated if you can only upload those course certificates applicable to the post that you apply for. DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.