

SENIOR SECRETARY JOBS , SALARY **: R15 296.00 PER MONTH**

(REFERENCE: DOW/015/2017)

SALARY : R 183,558 basic salary plus applicable benefits
(salary level 06)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 certificate or equivalent NQF 4 qualification plus a Secretarial Certificate or similar qualification. 2 years administrative support experience. Proven experience in: secretarial support. Knowledge of: departmental policies and applicable protocols; regulatory framework governing the public service. Primary skills: effective verbal communication; basic numeracy; computer literacy, particularly in MS Office Suite and Intranet; general office administrative and clerical skills; ability to effectively work under tight deadlines and stressful situations. Attributes: ability to communicate at all levels, resourceful, people orientated, trustworthy, punctual, hard-working, self-motivated, ability to work independently. The successful applicant will be subject to personal security vetting at a secret level.

DUTIES : To provide secretarial support to the Chief Directorate Economic Empowerment and Participation: provide secretarial and clerical support; manage the front desk operation of the office; render logistical support services; render administrative support to the office.