

POST**SECRETARY: BUDGET CONTROL REF: 280114/15****SALARY
CENTRE**R 123 738 per annum (Level 5)
Pretoria**REQUIREMENTS**

A Grade 12 and a certificate in Secretariat Services. A minimum of one (1) to (2) two years experience in secretarial duties and/or general administration. Knowledge of administrative procedures and secretarial duties, computer literacy, sound organizational skills. Good people skills. Basic written communication skills, basic financial management and knowledge of PFMA. Client orientation and customer focus, communication, accountability and ethical conduct.

DUTIES:

Responsible for overall administration of the Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments.

ENQUIRIES:

Mr J Mogane 012 336 8541