

# V A C A N C Y

## Admin Assistant: Investigations Branch

**Reference:** PPSA 05/05/2022

**Location:** Head Office, Pretoria

**Basic Salary:** R176, 310.00 per annum plus benefits

### Requirements:

A 3 year National Diploma in Public Administration/Public Management/ Business Management/Office Management/Management Assistant/Secretarial Services or any 3 year administration related qualification • 1 year relevant experience or completed Internship/Learnership in Office Administration and/or Secretarial • Proficiency in Microsoft Office is essential.

### Competencies:

Excellent interpersonal and communication (both written and oral) skills, demonstrating outstanding ability to correspond with colleagues, internal and external customers • Reliable and hardworking • Accuracy. Ethical conduct • Report writing skills and attention to detail • Ability to maintain a high level of confidentiality • Professionalism • Good customer service skills • Ability to meet deadlines and work under pressure • Ability to maintain a high level of confidentiality.

### Key responsibilities and duties:

Perform basic Secretarial and Administrative functions such as, managing the daily, weekly and monthly diary, Arranging meetings, Typing, faxing, copying and filling of documents • Handle basic financial administration, procurement and personnel administration matters in the Investigations Branch including the processing of claims and payments • Capturing Cases/Complaints in the Master list • Disseminate files • Prepare and disseminate memos • Compilation of weekly/monthly/quarterly statistics • Develop and maintain a filing system • Undertake Receptionist duties • Handle the maintenance and acquisition of equipment • Perform other duties as requested by the supervisor from time to time.

**Enquiries:** Ms Lerato Motlhabi on tel (012) 366 7103

**Note:** All appointments will be done in terms of the Public Protector Act. The successful candidate will be expected to sign the secrecy declaration form and performance agreement within 2 months of accepting the position.

**A successful candidate will have to undergo security clearance, vetting and competency assessments may be conducted.**

The office reserves the right not to fill the vacancy. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful.

Applications must be accompanied by a covering letter with a detailed CV and 3 references and including certified copies of qualifications and ID document. The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representatively (race, gender and disability). Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representatively in the Office and who resides in the province the position is in.

**Please direct your application, stating the relevant reference number as follows**

For the attention of Ms L Motlhabi by email to [Applications@pprotect.org](mailto:Applications@pprotect.org)

**Please also quote the position and reference number on the email subject line when applying.**

**CLOSING DATE: 03 June 2022 AT 16:30**