

# V A C A N C Y

## Personal Assistant to the Deputy Public Protector (DPP)

### (Permanent)

Location: **Head Office, Pretoria**

Reference: **PPSA 03/12/2020**

Basic salary: **R376, 596.00 basic salary per annum plus benefits**

### Requirements:

- Bachelor's Degree or National Diploma in Public Administration/Public Management/Office Management/Secretarial/Management Assistance or NQF level 6 /7 in Administration related qualification • A minimum of three (3) years' experience in rendering administrative or secretarial support and logistical arrangements service is required
- Must have experience of working in a legal environment • Experience in public sector environment is preferred • Must be computer literate • Experience in dealing with state/formal functions / visit is preferred • A valid driver's licence is essential

### Skills, Knowledge and Competencies:

Computer literacy, specifically Office 365 • Excellent communication skills both written and verbal • Analytical skills and pay attention to details • Ability to conduct basic research • Good telephone etiquette • Strong interpersonal and ability to work as part of Private Office team • Demonstrating outstanding ability to correspond with colleagues, internal and external customers • Ability to manage many tasks at once and work against short deadlines • Ability to act independently and in a team • Ability to maintain high ethical standards, showing honesty & fairness in dealing with others and is reliable • Ability to work under pressure and also to work outside of the normal working hours • Experience in dealing with confidential information • Knowledge of Government protocol and processes • Project Management skills • Planning and organizing skills.

### Key Duties and Responsibilities:

Receive and make telephone calls on behalf of the Deputy Public Protector (DPP) • Effectively manage the diary and all activities in the office of the DPP • Arrange travel and accommodation, manage cancellation of bookings and complete GRN's forms and submit the signed GRN form to SCM for travel at least 2 days after travelling • Arrange petty cash and submit petty cash receipts within 48 hours of spending to Finance • Prepare travel and subsistence claims • Arrange and coordinate meetings, workshops and other forums, transcribe proceedings and ensure that accurate minutes are timely prepared and signed, with decision registers and follow up on resolutions • Receive written correspondences and direct them to the relevant offices and follow up on responses • Prepare submissions, letters, memos and reports on behalf of the DPP • Receive and control of visitors and staff to the DPP's Office • Develop, implement and maintain a records management and registry system for Office of the DPP • Daily reconciliation discipline on all submission transmitted to ODPP • Manage and facilitate issues relating to conditions of service of the DPP. Responsible for typing, copying and faxing of documents • Manage general finances, assets and facilities for the DPP • Develop, implement and monitor Standard Operating Procedures (SOP's) in the Office of the DPP • Assist the DPP with any matter as required/instructed.

### Enquiries:

Mr Tshepo Khunou, tel. (012) 366 7031

*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.*

**Shortlisted candidates may be subjected to a writing test.**

**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, driver's license 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.

**Please direct your application, stating the relevant reference number as follows:** For the attention of Mr Tshepo Khunou by email to **Applications@pprotect.org**

**Closing date: 01 April 2021**



Public Protector South Africa

