

VACANCY

Admin Assistant: Complaints and Stakeholder Management x2 Posts

Location: Head Office, Pretoria (Ref: PPSA 03/11/2021)
R173, 703.00 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 • 12 months completed Internship in Office Administration and/or Secretarial • Proficiency in Microsoft Office is essential.

Competencies, skills and knowledge:

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:

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 Complaints and Stakeholder Management Branch including the processing of claims and payments • Capturing Cases/Complaints in the Master list • Disseminate files to different Units and Provincial Offices • Prepare and disseminate memos • Compilation of weekly/monthly/quarterly statistics • Develop and maintain a filing system • Undertake occasional Receptionist duties • Handle the maintenance and acquisition of equipment • Perform other duties as requested by the supervisor from time to time.

Enquiries: Ms T Makhubele at tel. (012) 366 7053

Note: All appointments will be done in terms of the Public Protector Act and a 12 month probation period which may be extended to 18 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and a performance agreement within 2 months of accepting the position.

All successful candidates will have to undergo security clearance and vetting.

The Public Protector South Africa reserves the right not to fill the vacancies.

Applications must be accompanied by a covering letter with a detailed CV, 3 contactable references, recently certified (within 6 months) copies of qualifications (matric certificates, certificates of qualifications), a valid Driver's License(where required) and ID document.

Applications not complying with the above will be disqualified.

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

The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability).

Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Institution.

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

For the attention of **Ms T Makhubele** by email to **Applications@pprotect.org**

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

CLOSING DATE: 19 NOVEMBER 2021, 16:30