

# V A C A N C Y

## Admin Assistant: Facilities and Logistics Management

Reference: 17/01/2021, Location: Head Office, Pretoria  
R176, 310.00 plus benefits

### Requirements:

A three-year qualification in Public Administration/Public Management/ Business Management and Office Management. A minimum of 1 year relevant experience. 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.

### Duties:

Facilitate and coordinate building maintenance in all PPSA buildings • Coordinate and manage all incoming and outgoing correspondence. Administer acquisition and maintenance of telecommunications services (landline, extension numbers, pin codes etc) • Assist with allocation of pool vehicles on request. Submission of landline expenditure report • Ensure proper recording of invoices and documents for payments • Process and follow up on requests and repairs • Conduct inspections • Monitor and report performance of service providers on the following services, photocopiers, scanners, telephone landline • Coordinate OHS issues, inspections and reports for all PPSA buildings for compliance • Assist with incidents, emergency, evacuation drills to ensure compliance with Health and safety regulations • Handle basic administration duties in the Facilities and Logistics Management Unit such as typing, faxing, copying and filing of documents.

**Enquiries: Ms P Moota, tel. (012) 366 7020 or [Applications@pprotect.org](mailto:Applications@pprotect.org)**

**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.

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

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

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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.

***People with disabilities and Males (All races) will be given preference.***

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

For the attention of **Ms P Moota** by email to **[Applications@pprotect.org](mailto:Applications@pprotect.org)**  
**Please quote the reference number and position applying for on the email subject line.**

**CLOSING DATE: 21 JANUARY 2022, 16:30**