V A C A N C Y

Personal Assistant to the Public Protector (Re-advertisement)

Location: Head Office, Pretoria
Reference : (PPSA 01/10/2024)
All –Inclusive Package: R1 003 890.00 per annum
(Fixed term contract linked to the term of the Public Protector)

Requirements:

A three (3) National Diploma at NQF level 6 in any of the following, Business Administration/Public Administration/Public Management/Office Management and Technology • A minimum of five (5) 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 license is essential •

Competencies, skills and knowledge:

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 responsibilities:

Receive and make telephone calls on behalf of the Public Protector (PP) • Effectively manage the diary and all activities in the office of the PP • 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 PP • Receive and control of visitors and staff to the PP's Office • Develop, implement and maintain a records management and registry system in the PP's office • Daily reconciling all submissions transmitted to the PP• • Responsible for typing, copying and faxing of documents • Manage general finances, assets and facilities for the PP • Develop, implement and monitor Standard Operating Procedures (SOP's) in the PP's office • Assist the PP with any other matter as required/instructed •

Enquiries: Mr S. Maredi on tel. (012) 366 7031

Note : Applicants who previously applied for this position must re-apply.

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 vacancy.

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 **Mr. S Maredi** by email to Applications@pprotect.org

CLOSING DATE: 08 NOVEMBER 2024 @ 16:30