

V A C A N C Y

Secretary: Executive Support

Reference: PPSA 21/01/2022, Location: Head Office, Pretoria

Remuneration: R176, 310.00 per annum plus benefits

Requirements:

A three(3) year qualification in Office Management/Public Administration/Business Administration/Management Assistant/Secretarial Services or any other 3 year administration related qualification • One (1) year relevant experience in a similar environment • Excellent typing and organizational skills; proficiency in MS Word, MS Excel, MS PowerPoint, experience of e-mail and internet are essential.

Competencies and Skills:

Good verbal and written communication skills • Ability to organise work well • Delivery and service orientated • Hardworking • Good customer service skills • Good telephone etiquette and ethical conduct • Excellent writing skills and attention to details • Good interpersonal relations • Ability to maintain a high level of confidentiality Ability to manage many tasks at once, work against short deadlines and to remain calm and focused • High level of professionalism.

Key responsibilities and duties:

The candidate will assist the Chief of Staff and Senior Manager: Executive Support with the following: Secretarial and administrative functions, typing, copying and filing of letters, reports and memorandums • Answer and screen all incoming calls • Follow up on all submissions of the Chief of Staff and Senior Manager: Executive Support • Managing the diary and the In- and Out-trays of the Chief of Staff and Senior Manager: Executive Support • Preparing for meetings of the Chief of Staff and Senior Manager: Executive Support • Coordinating and managing all activities related to meetings of the Chief of Staff and Senior Manager: Executive Support i.e. invites, booking of venue, refreshments, packs/documents for meetings, agenda and taking minutes • Quality assurance of documents received for the Chief of Staff and Senior Manager: Executive Support • Coordinate stationery, goods and services and the distribution thereof • Assist with Coordination of the Unit's events • Sort, edit, record and distribute correspondence • Making travel arrangements and any other duties as required from time to time and facilitate the completion of GRNs.

Enquiries: Mr T Khunou, tel (012) 366 7031 or 067 776 2320

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.

Late applications will not be considered.

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

For the attention of **Mr T Khunou** by email to **Applications@pprotect.org**

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

CLOSING DATE: 21 JANUARY 2022, 16:30



0800 11 20 40 / 012 366 7000



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Accountability • Integrity • Responsiveness