

# VACANCY

## Secretary to Chief Financial Officer

**Location: Head Office, Pretoria (Ref: PPSA 02/11/2021)**  
**R173, 703.00 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, skills and knowledge:

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 Financial Officer 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 Financial Officer • Managing the diary and the In- and Out-trays of the Chief Financial Officer • Preparing for meetings of the Chief Financial Officer • Coordinating and managing all activities related to meetings of the Chief Financial Officer i.e. invites, booking of venue, refreshments, packs/documents for meetings, agenda and taking minutes • Quality assurance of documents received for the Chief Financial Officer • 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: Ms L Motlhabi, tel (012) 366 7103**

**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 L Motlhabi** 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**