



Accountability • Integrity • Responsiveness

VACANCY

Secretary: Provincial Investigation and Integration - Inland

Location: Head Office, Pretoria

Reference: PPSA 01/08/2024

Remuneration: R216 417.00 per annum plus benefits

Requirements:

- A three-year qualification at NQF level 6 in Office Management /Public Administration/Public Management/Management Assistant/Secretarial Services
- One-year experience of providing Secretarial services in a similar type of environment.
- Excellent typing and organizational skills; proficiency in MS Word, Ms Excel, Ms PowerPoint, experience of e-mail and internet are essential.

Competencies, Knowledge 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 remain calm and focused.
- High level of professionalism.

Key, Responsibilities and Duties:

The candidate will assist the Executive Manager: Provincial Investigation and Integration - Inland 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 Executive Manager: Provincial Investigation and Integration - Inland Branch. Managing the diary and Out-trays of the Executive Manager: Provincial Investigation and Integration - Inland Branch. Preparing for the meetings of the Executive Manager: Provincial Investigation and Integration - Inland Branch. Coordinating and managing all activities related to meetings of the Executive Manager: Provincial Investigation and Integration - Inland Branch i.e. invites, booking of venue, refreshments, packs/ documents for meetings, agenda and taking minutes. Quality assurance of documents received for the Executive Manager: Provincial Investigation and Integration - Inland Branch. Coordinate stationery, goods and services and the distribution thereof. Assist with Coordination of the Unit's events. Sorts, 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 P Moota ☎ 012 366 7020

Note: All appointments will be done in terms of the Public Protector Act and a 12 month's 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 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/proof of completion (matric certificates, certificates of qualifications) and ID document.

Applications not complying with the above will be disqualified.

Correspondence 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 to 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 P Moota by email to Applications04@pprotect.org

CLOSING DATE: 30 AUGUST 2024 @ 16:30