

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.



- APPLICATION** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, CNR. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to: Advert012025@dpsa.gov.za
- CLOSING DATE** : 03 March 2025
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp."From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.
- OTHER POST**
- POST 06/30** : **PERSONAL ASSISTANT: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: E-GOVERNMENT SERVICES AND INFORMATION MANAGEMENT REF NO: DPSA 01/2025**
- SALARY** : R308 154 per annum (Level 7). Annual progression up to a maximum salary of R362 994 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria.
- REQUIREMENTS** : A Senior Certificate and a Diploma in Office Management / Office Administration / Business Administration at a minimum of NQF level 5 as recognised by SAQA. Minimum of 3 years' experience in rendering support services to senior management or Office Administration in a similar working environment. Knowledge of the Public Service Regulations. Sound knowledge of Microsoft Office suite. Be prepared to work extra hours.
- DUTIES** : Manage the Director-General's diary and prioritise the Director-General's meetings. Inform the Director-General ahead of commitments and prepare meeting documents. Schedule appointments and meetings for/and with the Director-General. Manage incoming and outgoing correspondence. Establish and maintain a filing and document management system in the office of the Director-General. Undertake follow-ups on issues raised by the Director-General to stakeholders (internal and external). Draft summaries for the Director-General in relation to documents submitted for the Director-General's attention. Co-ordinate local and international travel and accommodation arrangements for the Director-General and prepare S & T claims. Perform any other duties as requested by the Director-General.
- ENQUIRIES** : Mr. Mandla Ngcobo Tel No: (012) 336 1421.