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Department:
Finance
North West Provincial Government
Republic of South Africa



Second Floor, Garona Building, Mmabatho
Private Bag X2060
MMABATHO 2735
www.treasury.nwpg.gov.za

**HUMAN RESOURCE
MANAGEMENT**

Ref: 4/3/1

VACANCY CIRCULAR 3 OF 2018

The North West Department of Finance is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

APPLICATIONS:

- (a) Applications should be forwarded to: The Director: Human Resource Management, North West Department of Finance, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building.
- (b) Applications should be submitted on time. Applications received after the closing date will not be accepted.

NOTES:

- (a) Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a **comprehensive CV** (including full particulars of training, qualifications, skills, competencies and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. **Incomplete applications will not be considered.**
- (b) It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department.
- (c) Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application.



Together moving Bokone Bophirima forward.

- (d) Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done.
- (e) The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

Closing date: 16 November 2018 at 16h00

POST: 1 x Secretary (SL5) (5 Posts)
SALARY: R152,862 pa (Salary Scale: R152,862 – 180,063)
CENTRE: Mmabatho
REFERENCE NO: 1 x Norms and Standards FinNW/42/2018
3 x Budget Management FinNW/43/2018
1 x Data and Public Finance FinNW/44/2018

Requirements: • As a minimum a Senior Certificate (Grade 12) with typing as a subject or equivalent NQF 4 qualification. Secretarial experience will be an added advantage. Office management skills • Language skills and the ability to communicate well with people at different levels and from different backgrounds • Ability to meet deadlines • Ability to work independently and under pressure • Sound Planning and organization skills • Advanced Computer literacy (MS Word, Excel, PowerPoint) is a must • Good telephone etiquette • Good people skills • High level of reliability • Basic written communication skills • Ability to act with tact and discretion • Good grooming and presentation • Responsible for creating a conducive and friendly office atmosphere.

Duties: • Provides a secretarial/receptionist support service to the Director which will entail receives telephone calls, records appointments and events, type documents • Provides a clerical support service which will entail liaising with travel agencies to make travel arrangements, arrange meetings and events, process the S&T claims, process all invoices that emanate from the activities of the work of the Director, records minutes of meetings, draft routine correspondence and reports, filing of documents, manage leave registers, receives, records and distributes all incoming and outgoing documents, handle the procurement of standard items like stationary and refreshments • Remain up to date with regard to prescripts/policies and procedures applicable to the unit to ensure efficient and effective support to the Director.

Enquiries: Ms. N Marengwa

Tel: (018) 388 3490

