

PERSONAL ASSISTANT:

DEPUTY DIRECTOR GENERAL

CONSTRUCTION & PROPERTY POLICY REGULATION

Salary: All-inclusive salary package of R434 505.00 per annum

• *Centre: Pretoria (Head Office)*

Ref No: 2012/22

Requirements: A National Diploma or Degree in Administration, Office Management or related qualifications with an extensive experience in management of a high level office. Strong administrative skills, appropriate management experience. Excellent verbal and written communication skills including strong report writing skills. Knowledge or understanding of the programmes administered by the Branch. Excellent practical hands on skills and knowledge of the MS Office package (word, excel and PowerPoint). Ability to liaise at all levels in a professional and confident manner. Networking skills.

Duties: Interface with Ministry, Director General, Senior Management and Private organization, both local as well as international. Co-ordinate high level meetings in all aspects such as logistics, transport arrangement and take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the Deputy Director General: CPPR and other Department. Compile briefing note as well as other documentation to adequately prepare the Deputy Director General: CPPR for such meetings. Contribute to the development and promotion of the programmes under the jurisdiction of the Deputy Director General: CPPR. Undertake research and inform Deputy Director General: CPPR of such outcomes in strengthening the position of the branch within the wide context of its mandate. Actively participate in Coordinate all standard reports within set deadlines for transmission to Senior Management. Consolidate all Chief Directors reports to produce a monthly branch report. Manage (respond, distribute and follow ups) correspondence to and from the Deputy Director General: CPPR Office.

Enquiries: Ms L Bici, Tel (012) 406 1993

All Head Office Applications: The Director General, Department of Public Works, Private Bag x65, Pretoria 0001 or hand delivered at Central Government Office, Vermeulen and Bosman Street Building, Pretoria.

For Attention: Ms. M Masubelele

NB: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If not suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Applications should be submitted on signed Z83 form, obtainable Any Public Department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and identification document. Applications not complying with the above will be disqualified. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. **Note:** It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. The preference will be given to the people residing at the area. Please specify your reference number and the centre in your application. Please forward your application, quoting the relevant reference number, to the address mentioned. No faxed or e-mailed applications will be accepted.

CLOSING DATE: 17 FEBRUARY 2012



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

People with disabilities are encouraged to apply.