

PERSONAL ASSISTANT

Asset Forfeiture Unit

SALARY: R 257 508.00 per annum (Excluding Benefits) (Level 7)

CENTRE: Cape Town - Recruit 2021/635

REQUIREMENTS: Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES: Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the Regional Head and other staff within the unit. Provide secretarial, administration support and personal assistant service to the Regional Head. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the Regional Head. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings for international travel for all AFU staff. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationary and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff. Handle the procurement of standard items like stationary, refreshments for the manager and office.

ENQUIRIES: Lindie Swanepoel 012 845 66386

APPLICATIONS: e mail Recruit_2021635@npa.gov.za