

PERSONAL ASSISTANT

Legal Affairs Division

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

CENTRE: Pretoria: Head Office - Recruit 2021/631

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. A valid driver's license will be an added advantage. Previous experience in dealing with stakeholders at senior/executive level. Experience in managing/administration of projects.

DUTIES: Provide secretarial and administration support in the office. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the DNDPP. Type documents for the office. Operate office equipment like fax machines and photocopiers. Provide clerical support services to the office. Make travel and logistical arrangements for meetings and events, process travel and subsistence claims. Take minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationary. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office. Re direct correspondence addressed to the DNDPP to the relevant offices.

ENQUIRIES: Peter Manamela 012 845 6519

APPLICATIONS: e mail Recruit_2021631@npa.gov.za