

PERSONAL ASSISTANT

National Prosecutions Service

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

CENTRE: CPP: Witbank - Recruit - 2021/638 (Re advert)

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: Provide secretarial, administration support and personal assistance service to the Chief Prosecutor. Record incoming documents. Check documents for correct referencing before filing. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receive dockets from relevant legislative prescripts. Ensure incoming correspondence are processed and relevant case files are opened and cross referenced. Manage documents. Ensure that documents production is done making photo copies, facsimile and emails iro registers. Ensure sufficient case data capturing.

ENQUIRIES: Tebogo Mashile 013 045 0686

APPLICATIONS: e mail Recruit_2021638@npa.gov.za