

**PERSONAL ASSISTANT**

Specialized Commercial Crime Unit

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

**CENTRE:** Mmabatho - Recruit 2021/633

**REQUIREMENTS:** Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting **I**ndependently, **P**rofessionally, **A**ccountable and with **C**redibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette 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. A valid drivers license will be an added advantage.

**DUTIES:** Provide secretarial, administration support and personal assistant service to the Deputy Director. Receiving and screening telephone calls and refer the calls to the correct role players if not meant for the Deputy Director. Draft routine correspondence and reports. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings and prepare same for signature in advance. Develop maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative function. Set up schedules for meetings and events.

**ENQUIRIES:** Flora Kalakgosi 018 381 9041

**APPLICATIONS:** e mail [Recruit\\_2021633@npa.gov.za](mailto:Recruit_2021633@npa.gov.za)