

Kenneth Kaunda District

Secretary x1

Salary: R176 310 per annum (SL 05)

• REF NO: KK01/2022 • Centre: District Manager's Office –

Dr. Kenneth Kaunda District (Potchefstroom)

Requirements: Qualifications and experience: • A grade 12 or equivalent with typing as a passed subject or any other training course/qualification that will enable the person to perform the work satisfactorily.

Knowledge: • Computer literacy • Public Service Act, Departmental policies.

Skills: • Language skills • Good telephone etiquette • Sound organizational skills • Good people skills • High level of reliability • Basic verbal and written communication skills • Ability to act with tact and discretion.

Duties: • Provides a secretarial support service to the manager: • Receives telephone calls, record appointments and events, types documents, operates office equipment like fax machine and photocopiers • Provides a clerical support service to the manager: • To make travel arrangements, arrange meetings and events, process travel and subsistence claims, process invoices, records minutes of meetings, draft routine correspondence and reports, filing of documents, administer leave register, receives, records and distributes all incoming and outgoing documents, handle procurement of stationary and refreshments, collect relevant documents for preparation of meetings • Remains up to date with prescripts/policies and procedures applicable to the work terrain: studies relevant Public Service and departmental prescripts/policies, remains abreast with procedures and processes that apply in the office of the manager.

Enquiries: Ms CS Anthony-Choklingo, tel. (018) 492 0515

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

NOTES: Applications must be accompanied by signed and dated Z83 form. Recent updated comprehensive CV and the names of three (3) contactable referees. Originally certified copies of all qualification(s) including Grade 12 (Senior Certificate), all applicants required tertiary qualification(s) must be accompanied by certified copies of academic record/transcript's. Attached certified ID copy. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a Foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates will be subjected to security screening and vetting. Previous school, university, college or employment the records will be verified. Faxed and emailed applications are not accepted.

Applications should be forwarded on time to the Department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

The Department reserves the right not to make appointments. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding an advertised post, must direct their enquiries to the different Enquiries of the posts

All applications must be forwarded to the following address indicated: **Head of District (District Manager), Public Works and Roads, Private Bag x918, Potchefstroom, 2520 OR Hand deliver-Registry Office, 131 Kruis Street, Potchefstroom. For attention: Deputy Director – HR Administration, Ms SK Maiphetlho.**

NB: Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

Closing Date: 22 July 2022, Closing Time: 14h00



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Department: Public Works and Roads
North West Provincial Government
REPUBLIC OF SOUTH AFRICA