

**Post Name: Administrative Officer**

**District: Provincial Office – Kimberley**

**Service Point: Substance Abuse Treatment Centre**

**Reference: AO/SATCENTRE/2018/15**

**Salary per Annum: R 226 611.00 per annum**

**Job Purpose**

* **To render administrative and support at the centre.**

**Requirements and competencies**

* Relevant tertiary qualification with more than 2 years’ experience or a Senior Certificate/ Grade 12 or equivalent with more than 10 years’ appropriate experience.
* A Valid driver’s license.
* Computer literacy.
* Knowledge of the functioning of Provincial Government
* Knowledge of Public Service Legislation and Regulations and its application
* Knowledge of the various filing systems.
* Knowledge of Office and Business Administration.
* The ability to work under pressure
* Planning and organizing skills.
* Good interpersonal and Problem solving skills.
* Good verbal and written communication skills.
* Supervisory Skills

**Major Job Functions**

* To manage the general administrative functions in line with Legislative prescribes for the Substance Abuse Treatment Centre through:
* Rendering effective record management services
* Monitor the budget of the centre and provide reports
* Render supply chain services
* Supervising all Auxilliary support services
* Receptionist services and admissions
* Asset management
* Liaise with relevant stakeholders about matters pertaining to the Centre. .
* Prepare monthly reports in all the areas of responsibility
* Plan organize, develop and directing administrative operations and activities
* Supervise all auxiliary support staff such as registry clerks, administrative clerks, cleaners, groundsman and handyman etc.
* Process documents and forms related to claims, payments and invoices and procurement of goods and services
* Ensure the administration office is well organized.
* Monitor and co-ordinate communication to and from the office.
* Assist in patient related measures and further the interest of the Centre by reporting and communicating any relevant information which would be beneficial to service users and services at the Centre

**Enquiries: Ms M Fani, Tel. (053) 874 9100**

It is the Department’s intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. **Applications must be submitted on form Z83**, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s licence [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). **No faxed or emailed applications will be considered.** **Failure to submit all the requested documents will result in the application not being considered**. **Correspondence will be limited to short listed candidates only.** If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probationary period of twelve (12) months, should such a need be identified. **The Department reserves the right not to make appointment(s) to the advertised post(s).**

**All applications, quoting the relevant reference number, must be directed to:**

**Postal Service: Hand delivery to Registry:**

**Registry Latlhi Mabilo Complex**

**Department of Social Development Barkley Road**

**Private Bag X5042 Homestead**

**Kimberley Kimberley**

**8300 8301**

**Attention: Ms.R. Leburu**

Publication Date: 16 February 2018

Closing date: 28 February 2018