NORTHERN CAPE
PROVINCIAL GOVERNMENT

Department of Environment and Nature Conservation

Lefapha La Tikologo
Le Tshomarelo ya Tlhago

Departement van Omgewingsake en Natuur Bewaring

Isebe Indalo Nolondolozo

DIRECTORATE	:	Directorate: Corporate Services
POST	:	Administrative Officer
DIVISION	:	Office Administration
REFERENCE	:	CORP2- 1/08/2010
SALARY LEVEL	:	Level 7
SALARY	:	R 130 425 – R153 636
STATION	:	Kimberley

REQUIREMENTS :

Three-year recognized National Diploma in Administration
Grade 12 with 2-3 years experience
A valid unendorsed driver's licence

DUTIES :

Render general administrative support services,
Drafting of memorandums, letters and submissions, independently.
Keeping records, registers and statistics.
Handling and updating files.
Prepare documentation and co-ordinate all logistics for meetings, e.g. management meetings, presentations,
Compile minutes of meetings.
Oversee and facilitate travel and accommodation arrangements.
Check reports submitted for correct format,
Render financial and logistical support services to the Unit Head and Assistant Manager(s) within the Unit.
Provide support in the arranging of workshops, seminars, meetings conferences,
Oversee the procurement of standard items, such as stationary,
Oversee/ handle subsistence and travel claims.

Provide support in the processing of expenditure claims,
Liaise with management and track submissions,
Supervision of sub-ordinates,
Handle enquiries, e.g. from the Public,
Remaining abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr. C. Steenbok (053) 8077333 (office hours)

NOTE: The department is an equal opportunity, affirmative action employer. Previously disadvantaged groups are encouraged to apply e.g. women and disabled people. This position is subject to a security clearance. Correspondence will be limited to successful candidates only. If you are not contacted within three months from closing date, please accept that your application was unsuccessful. No fax or e-mail applications will be considered. Applications must be submitted on a Z83 application form available from any Public Service Department, and should be accompanied by certified copies of all relevant documents such as ID, relevant qualifications and detailed CV.

Closing Date: 15 September 2010

Please forward your application, quoting the relevant reference number to: Department of Tourism, Environment and Conservation, Private Bag X 6102 Kimberley, 8301 marked for attention of Mr. KS Vaaltyn. Applications may also be delivered to the receptionist on the T-Floor Metlife Towers "Post Office Building, Kimberley.