PROVINCIAL ADMINISTRATION: GUATENG
DEPARTMENT OF EDUCATION

APPLICATIONS: HEAD OFFICE [HO] Physical Address: 111 Commissioner street, Johannesburg
Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: CHECK ENQUIRIES ON THE ADVERT

CLOSING DATE: 20 February 2015

POST: PERSONAL ASSISTANT REF NO: HO2015/02/0003
Directorate: Scholar Transport

SALARY: R183 438.00 per annum (Plus Benefits)
CENTRE: Head Office,
REQUIREMENTS: A grade 12 certificates plus extensive relevant experience in office administration. A relevant post Matric qualification in secretarial studies/office management will be an added advantage. Experience in facilitating travel and accommodation arrangement. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed is a requirement.

DUTIES: Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management.

ENQUIRIES: Head Office – Mr. Mpho Moroe. Tel. No: (011) 355 0107

POST: SENIOR ADMIN CLERK (X 10 POSTS) REF NO: HO2015/02/0004
Directorate: Talent Management and Innovation

SALARY: R123 738.00 per annum (Plus Benefits)
CENTRE: Head Office, GCRA town
REQUIREMENTS: A senior certificate or equivalent qualification plus relevant experience. Extensive knowledge and understanding of the Batho Pele principles. Good interpersonal skills and communication skills (written and verbal). Computer literacy, administrative, analytical, planning and organizational skills. Ability to work under pressure individually and in a team. Telephone etiquette. In possession of a valid driving license will be an added advantage.

DUTIES: Responding to queries by the relevant stakeholders. Compiling correspondence, documentation, faxing and photocopying. Make logistical arrangements for meetings/workshops/events. Provide administrative support, update and safe-keeping all records, office provisioning, receive and track correspondence & order stationery. Perform administrative duties that will be assigned. Liaison with both internal and external clients and stake holders. Filing (i.e. Opening of files and the maintenance thereof) Handling of queries both telephonic and face to face. Assist in the co-ordination of support programmes and events. Requesting of invoices. Creation of a data base and the maintenance thereof. Ad-hoc minute taking.

ENQUIRIES: Head Office – Ms. Samantha Ngindi. Tel. No: (011) 556 9011