



INFORMATION REGULATOR (SOUTH AFRICA)



VACANCIES

REFERENCE: 19/001 IR

POST: PERSONAL ASSISTANT (3 POSTS)

CENTRE: INFORMATION REGULATOR: PRETORIA

SALARY: R 299 709 – R318 111 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A grade 12 certificate and Secretarial Diploma or equivalent qualification.
- 3-5 years rendering a support services to senior management
- Knowledge of Acts, Regulations, policies and procedures.
- Basic knowledge of financial administration

SKILLS AND COMPETENCIES:

- Office management skills;
- Language skills;
- Good telephone etiquette;
- Computer literacy;
- Ability to conduct basic research;
- Time management;
- Interpersonal relationship;
- Communication (writing and verbal) skills;

KEY PERFORMANCE AREAS:

- Provide secretarial/receptionist support to the Chairperson/ Member of the Regulator/Chief Executive Officer/Executive Officers;
- Render administrative support to the Chairperson/Member of the Regulator/Chief Executive Officer/Executive Officers;
- Provide support to the Chairperson/Member of the Regulator/ Chief Executive Officer/Executive Officers with regard to meetings and the administration of the budget of his/her office;
- Provide the Chairperson/Member of the Regulator/Chief Executive Officer/Executive Officers with up to date knowledge of prescripts, policies, procedures applicable in the office.

ENQUIRIES: Adv C. Weapond Tel (012) 406 4818

CLOSING DATE: 15 February 2019

APPLICATIONS may be submitted: By hand: Please place applications in the marked box at Reception; For attention: Adv C. Weapond The Information Regulator 316 Thabo Sehume Street; SALU Building; Pretoria

By postal/courier services: For attention: Adv C. Weapond; The Information Regulator, 316 Thabo Sehume Street; SALU Building, Pretoria; 0001

NOTE: This is a permanent position. It is the Information Regulator'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. As part of the selection process shortlisted candidates may be subjected to a process of preliminary security vetting, a competency assessment and have their qualifications verified. The successful candidate will be required to enter into an employment contract and enter into a Performance Agreement, which must be signed and reviewed annually, and disclose his/her financial interests annually. The successful candidate will be expected to obtain a Top Secret security clearance. Applications received after the closing date will not be considered. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and original certified copies of qualification certificates and ID document. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same application form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Applicants who do not receive confirmation or feedback within three (3) months (after the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.