

		Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Implement guidelines and compile templates on disaster damage assessments, keep a record of incidences, classification and declaration process. Record and verify disaster funding applications in line with the Disaster Grant Funding Framework and follow-up on the expenditure reports from Disaster Grant Funding recipients. Develop and communicate to organs of state guidelines and Standard Operating Procedures (SOP's) on national seasonal disaster contingency plans to ensure effective preparedness, response and recovery to the effects of seasonal hazards. Coordinate the activation of the National Disaster Operation Centre and the syndication of the preparedness, response and recovery work between the Directorate and other NDMC line functions during disaster response and recovery interventions. Provide secretariat functions to Disaster Response Coordination structures and engagements for the Directorate.
<u>ENQUIRIES</u>	:	Ms M Pitso Tel No: (012) 848 4606/ 060 984 5939
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: cogta035@hslabour1.co.za For application enquiries contact Elginita Moodley Tel No: (011) 468 4192
<u>POST 16/06</u>	:	<u>ADMINISTRATIVE ASSISTANT: POLICY, INSTITUTIONAL DEVELOPMENT AND COMPLIANCE MANAGEMENT REF NO: H&SCOGTA036</u>
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or three-year National Diploma or equivalent qualification at NQF level 4/6 as recognised by SAQA. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Maintain the efficient filing system and flow of documents in the Unit. Receive and distribute documents. Record documents in the appropriate registers. Establish an effective document tracking system. Provide secretarial support services. Co-ordinate and prepare documentation for meetings and workshops. Compile minutes and reports. Administer the diary of the supervisor. Arrange appointments and record events in the diary. Promote effective diary coordination electronically or manually. Provide administrative support services. Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Coordinate assets and inventory within the Unit. Make copies, fax and email documents as required.
<u>ENQUIRIES</u>	:	Mr J Dyssel Tel No: (012) 848 4608 or 082 495 1820
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to cogta036@hslabour1.co.za For application enquiries contact Elginita Moodley Tel No: (011) 468 4192
<u>POST 16/07</u>	:	<u>ADMINISTRATIVE ASSISTANT: FIRE SERVICES REF NO: H&SCOGTA037</u>
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or three-year National Diploma or equivalent qualification at NQF level 4/6 as recognised by SAQA. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Maintain the efficient filing system and flow of documents in the Unit. Receive and distribute documents. Record documents in the appropriate registers. Establish an effective document tracking system. Provide secretarial support services. Co-ordinate and prepare documentation for meetings and workshops. Compile minutes and reports. Administer the diary of the supervisor. Arrange appointments and record events in the diary. Promote effective diary coordination electronically or manually. Provide administrative support services. Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment.