

		applications. Bravery and Merit awards (Register all citations). Register Campaign awards Handle enquiries relating to Long Service Awards.
<u>ENQUIRIES</u>	:	Maj M.P. Monaheng Tel No: (012) 339 5607/Ms B.T. Nkuna Tel No: (012) 339 5385
<u>APPLICATIONS</u>	:	Department of Defence, Directorate Human Resource Maintenance, Private Bag X976, Pretoria, 0001, may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Streets, Pretoria or email to: lesegodibakwane@yahoo.com
<u>POST 21/02</u>	:	<u>PERSONAL ASSISTANT REF NO: CSD/13/14/25</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Chief of Staff SANDF, Corporate Staff Division, Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent with Secretarial Diploma or equivalent qualification. A minimum of three to five (3-5) years' experience in rendering administrative support to a senior manager, including specific experience in assisting with the compiling of agendas and taking minutes during strategic meetings. The successful candidate must be willing to travel locally and globally with the Senior Manager in executing his/her functions directed by the Senior Manager. Special Requirement (skills needed): Excellent written and verbal communication skills; Ability to communicate well with people at different levels and from different backgrounds; Computer skills; Excellent telephone etiquette; Interpersonal skills; Conceptual thinking and problem solving skills; Planning Skills; Sound organising skills; Analytical thinking; Ability to analyse documents; Good interpersonal relationships; Good presentation skills. Basic knowledge of financial administration and regulatory framework. Possession of valid driver's license is recommended.
<u>DUTIES</u>	:	A successful candidate will be required to perform the following duties: Provide administrative and Secretarial support services to the senior manager. Analyse the relevant regulatory prescripts/policies and advise the senior manager accordingly in terms of their applicability for effective and efficient support to the senior manager. Analyse and scrutinise documents to determine actions required before the meetings. Coordinates the procurement of goods and items for the activities of the senior manager. Coordinates logistical arrangements for the meetings of senior manager. Coordinates the travel and accommodation arrangements for senior manager during meetings and visits. Ensure configuration control of the senior manager Agendas, Minutes, Decision Register and related Instructions.
<u>ENQUIRIES</u>	:	Col F.H. Josephs Tel No: (012) 355 6026
<u>APPLICATIONS</u>	:	Chief of Staff SANDF, Corporate Staff Division, Private Bag X161, Pretoria, 0001 or may be hand delivered to Armscor Building, corner of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or may email to csdrecruitment@dod.mil.za.