

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

<u>APPLICATIONS</u>	:	Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at T & I Building, 69 Monument Heights, Office of the Premier, Ground Floor (Security) and or email to hrarecruitment@ncpg.gov.za
<u>FOR ATTENTION</u>	:	Ms. K. Moremi
<u>CLOSING DATE</u>	:	29 August 2025
<u>NOTE</u>	:	The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representativity at this level. Therefore, we specifically call for suitably qualified women and persons with disabilities to apply. Applications must be submitted on the new application for employment form (Z83) and accompanied by a comprehensive CV specifying all qualifications and experience with respective dates. The new form can be downloaded at www.dpsa.gov.za vacancies or obtained from any Public Service Department. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check, which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification.

OTHER POST

<u>POST 29/86</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER</u> <u>REF NO: PA/FM/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma (NQF Level 6) Secretarial/Office Management Diploma. Minimum 3 years' experience rendering support service to Senior Management. Demonstrable competency in acting independently, professionally, accountability and with credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Basic knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration. A valid driver's license. Competencies: The following key competencies and skills are required for the position: Provide secretarial, administration support, including answering telephone and handling of diary of the Chief Financial Officer, typing letters, memorandums and presentations. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings. Develop and maintain an accessible and user-friendly electronic filing system. Perform secretarial and other related tasks. Ensure effective flow of information and documents to and from the office of the CFO. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Manage leave registers. Handle the procurement of standard items such as stationery, refreshments, etc. for the activities of the Unit. Key Responsibilities: Provide secretarial/receptionist support services to the Chief Financial Officer and Senior Managers; Manage incoming and outgoing information of the office; Performs administrative duties pertaining to office affairs; Research and prepare information for office documentation; Provide a professional reception service to internal and external guests and clients.

ENQUIRIES

: Ms. N. Kruger Tel No: (053) 0300 820