

<u>POST 42/15</u>	:	<u>PERSONNAL ASSISTANT REF NO: SAAFHQUNIT/01/42/25/A1</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with Secretarial Diploma or Diploma in Management Assistant with a minimum of three (3) years relevant experience in rendering a support service to senior management. Special requirements (skills needed): Language skills and the ability to communicate well with people at different backgrounds. Proficiency in Microsoft, Office suits, Excel. Professional attitude and appearance. Solid written and verbal communication skills. Excellent organisational skills. Good etiquette, sound organisational skills, high level of reliability, ability to act with tact and discretion. Candidate must be willing to work overtime at times.
<u>DUTIES</u>	:	The successful candidate will be required to perform the following core functions: Provide secretarial/reception support service and clerical support to the Director e.g. Receive telephone calls, performs advanced typing work, record the engagements. Renders administrative support services eg. Co-ordinates logistical arrangements for meetings when required. Supports the Director with administrative of the manager's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Continuously remains up to date wrt the policies and procedures applicable to the work environment to ensure efficient and effective support to the Director. Remains abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col J. Songca Tel No: (012) 312 2343 South African Air Force, Dequar Road, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to saafunithr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/16</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO:</u> <u>SAAFHQUNIT/01/42/25/B2</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with three (3) years of experience in Human Resource Management. Special requirements (skills needed): Knowledge and insight of HR legislation. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Provide Human Resources administration capability at Air Command (CM&S). Remain abreast with the procedures and processes that apply in the office wrt PSAP. Monitor and conduct the training and development of personnel. Ensure the quality of work. Direct the provision of support services to the unit. Assess staff performance and handle enquiries related to PSAP in the office. Oversee the provision of logistics support. Coordinate personnel administration. Supervision of human resources maintenance. Ensure control of the work flow to and from relevant role players at SAAF HQ. Must have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of the Human Resource Support Section. Compile CM&S reports and ensure submission to relevant stakeholders. Handle and manage detached duty and lateral transfers of PSAP Keep and maintain personnel's files. Attend work sessions and development courses. Prepare work skill plans. Participate in staffing and placement boards.
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<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose