

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pretoria
	:	National Diploma in Office Administration/ Office Management and Technology / Public Administration / Public Management / Business Administration / Management Assistant / Administrative Management (NQF 6) with minimum of 2 years clerical/ administration experience Knowledge: Public Finance Management. Basic knowledge of administration and the processing of work plans and LMC's procedures. Make a sound and reasonable decision. Able to use computer systems and recognize anomalies. Planning, Organizational skills, implementing, controlling. Excellent verbal and writing. Knowledge of Public Administration and Management. Skills: Computer literacy, Good verbal and written communication. Ability to communicate at all levels. Thinking Demand: Self -driven. Innovative and self-confidence. Ability to work under pressure.
<u>DUTIES</u>	:	Provide Core Business administration support to the Directorate (Finance specific admin support). Render logistical support to the Directorate. Administer Supply Chain and related activities. Ensure document management within the Directorate. Administer the Directorate's budget. Coordinate and/or administer Human Resource Management activities.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Mr G Tshivhase Tel No: (012) 444 3092
	:	Email to Recruitment07@dmp.gov.za
	:	Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Note: Indian /Coloured or White male and persons with disability are encouraged to apply.
<u>POST 43/83</u>	:	<u>REGISTRY CLERK REF NO: 057</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	North-West Region: Klerksdorp
	:	Grade 12 certificate (NQF level 4) with no experience. Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills: Computer Literacy. Planning and Organisation. Operating Office Equipment. Good verbal and written communication skills. Thinking Demand: Problem solving. Decision making. Planning. Innovative thinking.
<u>DUTIES</u>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/disposal.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Mr P Mokotong Tel No: (018) 487 4300
	:	Email to Recruitment08@dmp.gov.za
	:	Indian /Coloured or White female and persons with disability are encouraged to apply Note: Candidate Will Undergo Practical Exercise and Integrity Assessments. Candidates Who Are Applying Online Are Requested to Upload One Document as Attachment on A PDF Format.