

<u>POST 03/75</u>	:	<u>ADMINISTRATIVE ASSISTANT: LEGAL SERVICES REF NO: 2026/02</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. High level of proficiency in English. Technical Competencies: Office management and administration, secretarial functions and general administration. Shortlisted candidates will be required to undertake a technical assessment.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents. Record documents in the appropriate registers. File and manage paperwork of the line function. Establish an effective document tracking systems. Provide secretarial support services to the Head of Legal Services: Co-ordinate and prepare documentation for meetings. Coordinate line function meetings. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the head of Legal Services. Manage the diary of the head of Legal Services. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required. The incumbent of the post will be office based.
<u>ENQUIRIES</u>	:	Ms K Pegu Tel No: (012) 065 3442
<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email to DTARecruit202602@cogta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	EE Target: Whites, Indians, Coloureds, and Persons with Disabilities are encouraged to apply.