

EXTERNAL / INTERNAL ADVERTISEMENT

Office of the Speaker and Office of Chair of Chairs

REFERENCE NUMBER	POSITION	No. of VACANCIES AVAILABLE
Senior Administrative Secretary: Speaker - 20000004 COC - 50002053	Senior Administrative Secretary	X 2 P11

Reports to: Manager - Office of the Speaker.

1X Office of the Provincial Speaker
1X Office of the Chair of Chairs

Purpose: To facilitate the smooth running of the Office of the Speaker/Chair of Chairs and the efficient implementation of administrative procedures

ONLY DISABLED CANDIDATES TO APPLY

Responsibilities:

General Administrative Duties

- Provide administrative support and back-up to the office, including:
 - Screening all incoming calls to determine the nature of the call, refer to the appropriate person/department or answer first line queries (operational process/routine queries).
 - Receiving and dispatching mail in the Speaker/Chair of Chairs office
 - ordering stationery and other office requirements; and
 - Draw "tea stock" when needed and prepare tea for meeting of the Speaker/Chair of Chairs when attendance numbers do not exceed five or arrange with the Catering Assistants for tea at larger gatherings
- Liaise with the Administrator (Administration department) regarding standard administrative procedures and implement where appropriate and ensure that the administrative secretary (Accounting and Human Resources Developments) follows procedures as contained in the Administration Manual
- Liaise with the Security Unit regarding parking and access arrangements for visitors
- Liaise with the Human Resources Department to arrange parking and access cards for new appointees.

Secretarial Duties

- Organise the diary of the Speaker/Chair of Chairs
- Handle general correspondence and typing for the Speaker/Chair of Chairs, and

- Develop a filing system for the office of the Speaker/Chair of Chairs, which meets the requirements of existing procedures and file all relevant documentation for the Speaker/Chair of Chairs
- Take and prepare minutes at various meetings led or organised by the Speaker/Chair of Chairs and follow up on all action items arising from such meetings
- Write reports as and when required to do so

Adhoc Duties

- Assist the Speaker/Chair of Chairs in various administrative and secretarial tasks that might arise from time to time
- May be required to assist the Speaker/Chair of Chairs in obtaining information for research purposes

Competencies

- Goal Oriented
- Proactive
- Teamwork
- Customer Service Excellence
- Assertive
- Work under Pressure
- Attention to detail
- Flexibility

Knowledge and Skills:

- Computer literate
- Administration/Clerical Skills
- Excellent verbal and written English communication skills
- Interpersonal Skills
- Good understanding of the Gauteng Provincial Legislature
- Previous working experience in a political environment

Qualifications/Experience Required:

- Matric Certificate.
- Previous experience as a Senior Administrative Secretary or Secretary with administrative responsibilities
- Good typing skills at 80 words per minute, with a high degree of accuracy. Accuracy in typing numbers is essential
- Secretarial course will be an added advantage

Closing date for applications: 26 June 2009