



Department of Economic  
Development and Tourism  
Umnyango Wezokuthuthukiswa  
Komnotho Nezokuvakasha

**KWAZULU-NATAL PROVINCIAL GOVERNMENT**

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Pietermaritzburg, 3200  
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## DEPARTMENTAL VACANCY CIRCULAR: NO.7 OF 2010

**Applications are invited from suitably qualified and experienced persons for filling the following position.**

**(NB! Preference will be given to persons residing within the KZN-Province)**

**PERSONAL ASSISTANT: CORPORATE COMMUNICATIONS (REF: PA-03 /August-2010)**

**SALARY: R 130425 p.a.**

**SALARY LEVEL: 7**

**REQUIREMENTS:** Applicants must have a Senior Certificate and a Secretarial Diploma or equivalent qualification coupled with extensive practical secretarial and administrative experience (at least 3-5 years relevant secretarial experience or administrative experience). Computer literacy is a prerequisite.

**Competencies required:** ♦ Knowledge of the utilization of Computer software packages e.g. MS Word, PowerPoint, MS Excel, E-mail and Internet Office  
♦ Telephone etiquette ♦ Document tracking ♦ Administrative Practices ♦ Conference and Meeting Procedures, Excellent organizing skills, numeracy skills, excellent interpersonal and communication (written and verbal) skills ♦ Ability to maintain a high level of confidentiality. ♦ Candidates must be self-driven, motivated, results oriented and professional. **Please note:** Applicants must be prepared to work outside working hours at the request of manager and also to perform adhoc duties.

**Key responsibilities include:** Provide administrative support functions to the Manager. ♦ Ensures the effective flow of information and documents to and from the office of the manager. ♦ Ensures the safekeeping of all documentation in the office or the manager in line with relevant legislation and policies. ♦ Respond to enquiries received from internal and external stakeholders. ♦ Drafts documents as required. ♦ Receive visitors ♦ Handles the procurement of standard items like stationary. ♦ Support the manager with the administration of the manager's budget. ♦ Collects and coordinates all the documents related to the manager's budget. ♦ Assist manager in determining funding requirements for purposes of MTEF submissions. ♦ Checks and correlates BAS reports to ensure that expenditure is allocated correctly. ♦ Compare the MTEF allocation with the requested budget and informs the manager of changes. ♦ Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. ♦ Records minutes, decisions and communicates for relevant role-player, follow –up on progress made. ♦ Coordinates logistical arrangements for meetings when required.

<b>ENQUIRIES:</b>	<b>Ms N Shabane</b>
<b>TEL NO:</b>	<b>031-310 5313</b>

#### **NOTES TO CANDIDATES**

1. The Department of Economic Development is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. The candidature of person whose appointment/promotion/transfer will promote representivity will receive preference. An indication in this regard will facilitate the process of applications.
2. **Location: DURBAN** (Not unless otherwise specified for the post)
3. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned post at anytime prior to an appointment being made.
4. All applications must be submitted on Form Z83 obtainable from any Public Service department, and be accompanied by certified copies of qualifications, Identity Document, and a comprehensive CV. Should an applicant be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

5. **Applicants' educational qualifications will be verified and references will be checked.**
6. Forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to: **The Head, Department of Economic Development and Tourism, Private Bag 9152, Pietermaritzburg, 3200 for the attention of Ms. Zama Dlomo**
7. Candidates are encouraged not to send their applications through registered mail, as the Department will not take responsibility for non-collection of those applications.
8. Interested persons may contact the above relevant person next to the posts for further information.
9. Due to the anticipation of the volume of applications we will receive in response to this advertisement, correspondence will be limited to short-listed candidates only. Should you not hear from us within two months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants are informed that applications, copies of qualification and CV's will not be returned.
10. NB: Fax, e-mail, incomplete and late applications will not be considered. It is the responsibility of the candidates to ensure that their applications reach the Department timeously.
11. **Applications may only be posted or hand-delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.**

**12. CLOSING DATE: 13 SEPTEMBER 2010**