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**DEPARTMENT OF ROADS AND PUBLIC WORKS**  
**Ingxowa Eyodwa/Private Bag/ Privaatsak X0022, BHISHO, 5605, SOUTH AFRICA**

*Umhla:*

*Ifoni:*

**Date: 26 November 2015**

**Telephone: 0406024272**

*Datum:*

*Telefoon:*

*Ireferensi:*

*Ifexi:*

**Ref. No: S4/1/1**

**Facsimile:**

*Verw. No:*

*Faksmilee:*

*Imibuzo:*

*Enquiries: MR L MALITI*

*Navrae:*

**TO : ALL PROGRAMME MANAGERS**

**EMPLOYEES IN GENERAL**

**SUBJECT: VACANCIES IN THE PUBLIC SERVICE: HRM CIRCULAR NO. 9 OF 2015**

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1. This circular is issued in terms of recruitment measures contained in the Public Service Regulations, 2001 Chapter VII C 2 and in this regard it is important to note that the Public Service is an **EQUAL OPPORTUNITIES, AFFIRMATIVE ACTION EMPLOYER, HOWEVER, IT IS THE DEPARTMENT'S INTENTION TO GIVE PREFERENCE TO THE APPLICATIONS OF DISBALED PEOPLE AND FEMALES.**
2. The contents of this minute must without delay be brought to the notice of all eligible officers. Branches must try to notify all potential candidates who may qualify for the post in this circular minute, even if they are absent from their normal places of work.
3. **DIRECTIONS TO CANDIDATES**
  - (i) Application must be on Z 83 with full particulars of qualifications; copy of your identity document, experience and Curriculum Vitae should be forwarded to the person indicated below.

**Post 1: Personal Assistant To The Director: Internal Control**  
**Component: Internal Control - Head Office**  
**Salary Notch: R196 278.00 per Annum**  
**(Level 7)**

**Requirements:** A National Diploma in Secretarial / Office Management/Public Management with at least 3 years working experience as a secretary or providing secretarial support or as administrator at senior level • Advanced knowledge of Microsoft Office packages and documents management system • Must have good interpersonal, organizational and communication skills (written/ verbal) and advanced planning • Must be customer focused, adaptable and details conscious • Experience in customer relations and client liaison is also a prerequisite • The successful applicant must maintain confidentiality and be able to work independently with minimum supervision.

**Duties:** Develop and maintain an efficient filing system within the office of the Director • Procure office supplies for the Director's office (stationery and printing supplies) • Provide logistical supplies to the Director's (i.e. travelling and arranging conferences, meetings, refreshments and documentations). Provide office communication to the Director (taking and typing of minutes, and ensuring the efficient flow of information, liaising with clients) • Schedule and manage appointments, screening of calls and consolidation of monthly, quarterly and annual reports • Provide assistance in the technical formatting of submissions for the Director from time to time • Manage the signing out and return of supporting equipment (i.e. digital cameras) to line functionary • To order goods and services for the Director's office through Supply Chain Management.

**Directions to Candidates:**

- (i) Application must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by original copies of qualification, identification document, A valid driver's license where required and comprehensive CV.
- (ii) The candidate must indicate the number of this circular and must also use the post number provided in the advert as the reference number on the Z83 application form.
- (iii) The first page of the Z83 must be appropriately filled or else application will not be considered.
- (iv) Only candidate who in all respects meet with the advertised requirements will be considered.

(v) The Department of Roads and Public Works reserves the right not to make an appointment.

***NB: This is an internal advertisement for employees / interns who are within the employ of the Public Service.***

***No faxed, e-mailed or late applications will be considered. Failure to submit the required documentation will lead to the disqualification of candidates.***

***Short listed candidates will be subjected to Security screening and Personnel suitability checks.***

Applications should be forwarded for the attention of Acting Director: Human Resource Practices and Administration: Bhisho to the address indicated below:

Acting Director: Human Resources Practices and Administration  
Department of Roads and Public Works  
Private Bag X 0022  
Bhisho - 5600

Attention Mr. Kwaza

Alternatively, applications can be hand delivered at the following address:

Department of Roads and Public Works Bhisho, Qhasana Building, Independence Avenue, Bhisho, 5605

Enquiries can be forwarded to: Mr. N Hermanus / Mr. M Kwaza @ (040) 602 4272/ 4271

Closing Date: 14 December 2015

  
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HEAD: ROADS AND PUBLIC WORKS