



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



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LIMPOPO COMMUNITY EDUCATION AND TRAINING COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT OF THE FOLLOWING POSITION

POST : PERSONAL ASSISTANT TO THE PRINCIPAL: LIMPOPO CET COLLEGE, CENTRAL OFFICE POLOKWANE

Ref : Limcetc 11/2019

SALARY: R257 508 per annum (Level 7)

REQUIREMENTS: Diploma in secretariat or office administration qualification. Three years' experience in general office administration, workflow management and client service. The ideal candidate should be proficient in MS Office, typing, written and verbal communication. Record keeping and filing. Organizational and prioritization skills; telephone etiquette and document management are some of the skills required for this job.

DUTIES: Manage the Principal's diary, schedule meetings and set realistic appointments on behalf of the Principal. Receive clients in the office of the Principal; answering and screening all calls, directing or attending to those not required to be attended to by the Principal; check in-tray on daily basis and make sure the Principal attends to urgent issues; file copies of all documentation. Logistical arrangements as required; type letters, submissions/memos, reports and open mail; render a general secretarial and office auxiliary service. Arrange air, rail and road bookings and accommodation for the Principal; Monitor resolutions taken at management meetings and inform the Principal on progress made.

NB : Applications must be submitted on z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references and certified copies of all qualifications, identity document (ID) not older than six months, including drivers licence. Failure to sign z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OR FAXED AND EMAILED APPLICATIONS WILL NOT BE CONSIDERED. PLEASE FORWARD YOUR APPLICATION, QUOTING THE REFERENCE NUMBER TO: THE PRINCIPAL LIMPOPO CET COLLEGE, JCJ BUILDING 2 BICCARD STREET POLOKWANE 0700. CLOSING DATE: 13 DECEMBER 2019 at 10H00

Enquiries Ms Machaka VS Tel : 015 753 0009 / Ms Kgasi KLL Tel 015 753 0008