



DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

PERSONAL ASSISTANT: BCM DISTRICT

Salary Range: An all-inclusive remuneration R 294 321 – R 343 815 (Level 07)

BCM DISTRICT (East London) Ref: DSRAC 15/06/2023

MINIMUM REQUIREMENTS: National Senior Certificate plus a secretarial NQF level 6 diploma in Office Administration / Public Administration or other relevant qualification with at least 1 to 2 years working experience in a secretarial / office administration field. Knowledge of public service legislation, policies and prescripts. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license as added advantage.

DUTIES: Provide secretarial /receptionist support service to the director. Receive and direct telephone calls. Perform advanced typing work. Operate and ensure that office equipment is in good working condition. Record the engagements of the director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings. Coordinate with and sensitize/advise the director regarding engagements. Compile realistic schedules of appointments. Render administrative support service. Ensure effective flow of information and documents to and from the office of the director. Ensure safe keeping of all documentation in the office of the director in line with relevant legislation and policies. Obtain inputs, collate and compile reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the director. Respond to queries received from internal and external stakeholders. Draft documents as required. Collect, analyse and collates information requested by the director. Clarify instructions and notes on behalf of the director. Ensure travel arrangements are well coordinated. Handle procurement for the office of the director. Provide support to the director regarding meetings. Scrutinize documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the director to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the director as required. Coordinate logistical arrangements for meetings when required. Supports the director with the administration of the budget. Collect and coordinate all documents related to the director's budget. Assist the director in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alerts the director of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the director and compile draft memos for that purpose. Compare MTEF allocation with the requested budget and inform the director on changes.

Studies the relevant public service and departmental prescripts / policies and procedures. Remain up to date with regard to the prescripts /policies and procedures. Remains abreast with the procedures and processes that apply in the office of the director.

People with disabilities who meet the requirements will be given preference

ENQ. L. XOSEKA – 043 492 2140 – BCM DISTRICT (East London)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za