



CENTLEEC

REG NO 2003/01612/30

CENTLEEC (SOC) LTD

INTERNAL / EXTERNAL VACANCY BULLETIN – NO. 03/2019

Applications must be submitted or posted directly to the address indicated against a particular post and must be accompanied by a Curriculum Vitae, Certified Copies of Qualifications, a Driver's License, (where applicable) and Identity Document. Certification must not be older than three months. **ALL COST ASSOCIATED WITH AN APPLICATION WILL BE BORNE BY THE APPLICANT.**


CENTLEEC (SOC) Ltd is an equal opportunity Employer, therefore will take into consideration the objectives of Sec, 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108/1996) and the Employment Equity Act, 1998 (Act 55/1998) in filling of these vacancies.


APPLICANTS MUST NOTE THAT FURTHER CHECKS WILL BE CONDUCTED ONCE THEY ARE SHORTLISTED AND THAT THEIR APPOINTMENT IS SUBJECT TO POSITIVE OUTCOMES ON THESE CHECKS, WHICH INCLUDES SECURITY CLEARANCE, SECURITY VETTING, QUALIFICATION VERIFICATION AND CRIMINAL RECORDS VERIFICATION.

The closing date in respect of these positions will be **8th August 2019 @ 16H00**. **PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

Please note that if you do not receive any correspondence from this organisation, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful. **CENTLEEC RESERVES THE RIGHT NOT TO FILL ANY OF THESE ADVERTISED POSTS.**

Please note that this Vacancy bulletin consists of 01 positions.

| POST NO | POST DESIGNATION | DIRECTORATE | QUALIFYING REQUIREMENT | SUBMIT APPLICATION FORM/CV TO: |
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| 1. | SENIOR SECRETARY ONE (1) POST Salary Grade: 009 INTERNAL / EXTERNAL | HUMAN RESOURCES OFFICE OF THE EXECUTIVE MANAGER | <p>Qualifications: A Secretarial Diploma / National Certificate / National Diploma Office Management and Technology</p> <p>Experience: Two (2) years experience as a Secretary to a Senior Official</p> <p>Core description:</p> <p>The successful candidate will be responsible for the following functions: Manage the EM's diary to ensure the efficient functioning of the office, by</p> <ul style="list-style-type: none"> ✓ analysing and verifying requests for meetings and appointments; ✓ verifying availability of role players; ✓ schedule appointments; ✓ following up on appointments and rescheduling where necessary; ✓ informing the relevant role players of meetings; ✓ arranging refreshments for meetings and the office of the EM. <p>Type and file documentation for the office of the EM: HR in order to ensure a professional finish of all documents leaving the directorate by:</p> <ul style="list-style-type: none"> ✓ gathering information, sorting and prioritizing work that must be typed; ✓ determining the format / programs that will give the best result; ✓ proof reading documents and elimination errors; ✓ arranging for signature and giving feedback to the EM: HR; ✓ filing all documents for future use. <p>Handle telephonic, personal and written enquiries to the EM: HR's office to ensure sound administration, by:</p> <ul style="list-style-type: none"> ✓ determining whether it is relevant to the office and routing to the correct Directorate, if not; ✓ determining the urgency of the enquiries and prioritizing them; ✓ keeping record of messages; ✓ giving feedback. <p>Answer telephone calls to ensure efficient communication, by:</p> <ul style="list-style-type: none"> ✓ screening calls and routing them if necessary; ✓ taking messages; | <p>Human Resources Management Private Bag X14 Bloemfontein 9300</p> <p>30 Rhodes Avenue Oranjesig Bloemfontein 9301</p> <p>Telephonic Enquiries: 051 – 412 2629 / 2630 / 2632</p> <p>CERTIFIED COPIES MUST BE INCLUDED</p>  |

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| | | <p> <input checked="" type="checkbox"/> following up. Performing various administrative duties for compliance by: <input checked="" type="checkbox"/> arranging for good and services for the office to be ordered <input checked="" type="checkbox"/> arranging functions on behalf of the EM: HR; <input checked="" type="checkbox"/> carrying out lawful instructions given by the Supervisor. Making travel and accommodation arrangements to ensure that the EM: HR attends all the relevant events that take place elsewhere by: <input checked="" type="checkbox"/> collecting all the necessary information about the event; <input checked="" type="checkbox"/> filling in all the forms; <input checked="" type="checkbox"/> booking accommodation; <input checked="" type="checkbox"/> making travel arrangements with the travel agents; <input checked="" type="checkbox"/> ensuring that service providers are paid on time. </p> <p><u>Additional requirements:</u></p> <ul style="list-style-type: none"> • Strong planning, time Management and organization skills. • A valid driver's license. • Work effectively under pressure and handle confidential matters with tact and professionalism. • Highly proficient in Microsoft office suite (Excel, Word and PowerPoint). • Good communication skills, verbal and written. • Able to work independently with minimal supervision and as part of a team. |  |
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