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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | ADMINISTRATIVE OFFICER |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** |  |
| **LOCATION** |  |
| **COMPONENT** | DEPARTMENT OF EDUCATION |
| **DATE** |  |
| **POSTS REPORTS TO** | SENIOR ADMINISTRATIVE OFFICER |

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| **B. ORGANOGRAM** |

***SEE ATTACHED ORGANIZATIONAL STRUCTURE.***

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| **C.JOB PURPOSE** |

Supervise and render an administrative support service.

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **Supervise and render general clerical support services.**   * Record, organise, store, capture and retrieve correspondence and data (line function). * Update registers and statistics * Handle routine enquiries * Make photocopies and receive or send facsimiles * Distribute documents/packages to various stakeholders as required * Keep and maintain the filing system for the component * Type basic letters and/or other correspondence when required * Keep and maintain the incoming and outgoing register of the component |  |
| 2. | **Supervise and provide supply chain clerical support services within**  **the component.**   * Liaise with internal and external stakeholders in relation to procurement of goods and services. * Obtain quotations, complete procurement forms for the purchasing of standard office items. * Stock control of office stationery. * Keep and maintain the asset register of the component (district offices). |  |
| 3. | **Supervise and provide personnel administration clerical support**  **services within the component.**   * Maintain a leave register for the component * Keep and maintain personnel records in the component * Keep and maintain the attendance register of the component * Arrange travelling and accommodation |  |
| 4. | **Supervise and provide financial administration support services in**  **the component**   * Capture and update expenditure in component * Check correctness of subsistence and travel claims of officials and submit to manager for approval * Handle telephone accounts and petty cash for the component. |  |
| 5. | **Supervise human resources/staff**   * Allocate and ensure quality of work * Personnel development * Assess staff performance * Apply discipline |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** |

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| **No.** | **Stakeholders** |
| 1. | Provincial Executive Management (EXCO)  All Senior Management and official in the Department  National Departments and officials  Provincial Departments  School Governing Bodies  Private Sector Organizations  Organised Labour  State Owned entities  Oversight Bodies |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** | Prolonged use of a computer. |
| **HOURS OF WORK** | 8-16:30 |

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| **G.MATERIAL AND EQUIPMENT** |

* Office equipment

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| **H.BUDGET** |

* Recommend expenditure as per the delegations.

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| **I.ENABLING LEGISLATION \ ACT GOVERNING THE JOB HOLDER** |

* Constitution of South Africa
* Employment of Educators
* South African Schools Act
* Public Finance Management Act
* Public Service Act
* Public Service Regulation; and
* Other relevant acts, policies and regulations

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| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** |

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| **ESSENTIAL REQUIREMENTS** | |
| **KNOWLEDGE** | * Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. |
| **SKILLS** | * Computer Literacy Skills * Planning and organisation * Language * Good verbal and written communication skills |
| **MINIMUM EDUCATION AND TRAINING** | * A grade 12 certificate or equivalent |
| **Minimum Experience** | * 3 - 5 years’ experience required |
| **VALUES/ATTRIBUTES** | * Honesty and integrity * Professionalism * Self – driven * Team work |
| **COMMUNICATION** | * Good communication skills (written and verbal skills)   and a good command of English language |

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| **K. PROMOTION/PROGRESSION** |

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| **NEXT HIGHER POST** |  |

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| **L. AMENDMENTS TO THE JOB DESCRIPTION** |

*The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder*

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| **M. PERFORMANCE/WORKPLAN AGREEMENT** |

*The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas. his/her key performance areas.*

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| **N. AGREEMENT** |

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| Name: …………………………………… ……………………………… ………………………..  Job Holder Signature Date  Name: ………….………………………… ……..………………………… ………..……………...  Supervisor Signature Date |