**JOB PROFILE**

|  |
| --- |
| **A. JOB INFORMATION** |

|  |  |
| --- | --- |
| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | SECRETARY: EDUCATION DISTRICT OFFICE |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** | TO BE DETERMINED BY JOB EVALUATION |
| **LOCATION** |  |
| **COMPONENT** | EDUCATION DISTRICT OFFICE |
| **DATE** |  |
| **POSTS REPORTS TO** | DIRECTOR: EDUCATION DISTRICT OFFICE |

|  |
| --- |
| **B. ORGANOGRAM** |

***SEE ATTACHED ORGANISATIONAL STRUCTURE***

|  |
| --- |
| **C.JOB PURPOSE** |

**To render a secretarial support service to the office of the Director/Chief Director**

|  |
| --- |
| **D.MAIN OBJECTIVE** |

|  |  |  |
| --- | --- | --- |
| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **Provides a secretarial /receptionist support service to the Director/Chief Director as follows:**   * Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. * Records appointments and events in the diary of the manager. * Types documents for the manager and the other staff within the unit on a word processor. * Operate office equipment like fax machines and photocopiers. |  |
| 2. | **Provides a clerical support services to the manager. This will entails the following :**   * Liaises with agencies to make travel documents arrangements, Checks the arrangements when the relevant documents are received. * Arrange meetings and events for the manager and the staff in the unit. * Identifies venues, invites role player, and organizes refreshments and set up schedules for meeting and events. * Processes the travel and subsistence claims for unit. * Processes all invoices that emanate from the activities of the work of the manager. * Records basic minutes of the meetings of the manager where required. * Drafts routine correspondence and reports. * Does filing of documents for the manager. * Administers matters like the leave register sand telephone accounts. * Handles the procurement of standard. * Receives records and distributes all incoming and outgoing documents. * Collects all relevant documents to enable the manager to prepare for meetings. |  |
| 3. | **Remains up to date with regard to prescript / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director/Chief Director.**   * Studies the relevant Public Service and Departmental prescript /policies and other documents to ensure that the application there of is understood properly. * Remains abreast with the procedures and processes that apply in the office of the Director/Chief Director |  |
| **TOTAL** |  | **100%** |

|  |
| --- |
| **E.COMMUNICATION AND STAKEHOLDERS** |

|  |  |
| --- | --- |
| **No.** | **Stakeholders** |
| 1. | All Senior Management and official in the Department  National Departments and officials  School Governing Bodies  Private Sector Organisations  Internal Organisations  Organised Labour  State Owned entities- Marketers/ Event Coordinators  Oversight Bodies  SITA |

|  |  |
| --- | --- |
| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** | Yes |
| **HOURS OF WORK** | 8-16:30 |

|  |
| --- |
| **G.MATERIAL AND EQUIPMENT** |

* Office equipment

|  |
| --- |
| **H.BUDGET** |

* Recommend expenditure as per the delegations.

|  |
| --- |
| **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
* [DPSA Circular Directive: Corporate Governance of ICT Policy-Framework](http://www.dpsa.gov.za/dpsa2g/psictm_documents.asp)

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

|  |  |
| --- | --- |
| **ESSENTIAL REQUIREMENTS** | |
| **KNOWLEDGE** | * Departmentsl * Provincial Directives * [DPSA Polices, Circulars and Directives](http://www.dpsa.gov.za/dpsa2g/psictm_documents.asp) * DBE Circulars and Directives * National and Provincial Circulars and Directives |
| **SKILLS** | * Operational Management * Financial Management * Project management Skills * Communications Skills * Negotiations * People Management * Research * Analytical thinking * Computer literacy * Problem solving * Presentation * Conflict resolution * Language Skills * Sound organisational skills * Good people skills * Basic written communication skills |
| **MINIMUM EDUCATION AND TRAINING** | * Secretarial Diploma or Equivalent |
| **Minimum Experience** | * 3 years’ relevant experience |
| **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 |

|  |
| --- |
| **K. PROMOTION/PROGRESSION** |

|  |  |
| --- | --- |
| **NEXT HIGHER POST** |  |

|  |
| --- |
| **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.***

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

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

|  |
| --- |
| **N. AGREEMENT** |

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