

## **ADVERT**

The Special Investigating Unit (SIU) is an independent statutory body that was established by the President in terms of the Special Investigating Units and Special Tribunals Act no. 74 of 1996. The primary mandate of the SIU is to investigate allegations of corruption, malpractice and maladministration in government departments, municipalities and State Institutions, State Owned Entities, and to recover financial losses suffered by State institutions.

**PERSONAL ASSISTANT TO CHCO  
CONTRACT – 1 YEAR  
GAUTENG, Head Office - REF NO: SIU21/12/014C**

**Salary R330 710.66 – R440 060.08 per annum**

**Main purpose:** To provide secretarial and administrative support to Executive and ensure the smooth running of the divisional office.

**Minimum qualification and experience:** National Diploma or Higher Certificate in Secretarial Studies or Office Administration or equivalent (NQF 5/6). 2 – 3 years' secretarial experience for senior management levelled position.

**Key performance areas (include but not limited to):** Provide secretarial support. Administration Support.

**Technical skills:** Administration. Communication. Interpersonal. Minutes taking. Planning and Organising. Time Management. Telephone etiquette.

**Required knowledge and behaviour (include but not limited to):** Advanced MS Office Suite proficiency. Attention to detail. Deadline driven. Independent. Honesty/Integrity. Confidentiality. Work under pressure. Multi-tasking. Calm/Tactful. Professional. Flexible/adaptable.

Applications for this post can be forwarded to [recruitment9@siu.org.za](mailto:recruitment9@siu.org.za)

**Closing Date: 17 December 2021**

**PLEASE NOTE:**

- The appointment of candidates will be at the Unit's sole discretion and the Unit reserves the right not to make an appointment.
- The SIU encourages electronic applications (email). Please seek the assistance to assist you in your application, should you not have access to electronic means.
- All applicants **must** complete the SIU Application form. Application Form can be downloaded from <https://www.siu.org.za> or visit SIU's file share on <https://siushare.siu.org.za> (Click on Enter as Guest).
- The SIU is an Anti-Corruption Investigating Unit and requires applicants to make a full and frank disclosure in their application form.
- Fraudulent qualifications or documentations will automatically disqualify candidates.
- All candidates will be subjected to integrity screening procedures and a favourable end report is essential.
- Other critical positions may be subjected to vetting procedures after appointments.
- Correspondence will be limited to shortlisted candidates only. Please be advised that applications received means that processing may take some time. Candidates who have not been contacted within three (3) months of the closing date should consider their applications unsuccessful.
- **POPIA disclaimer:** In line with Protection of Personal Information Act, 4 of 2013 by applying for this position it is accepted that you have consented to your personal information being used and kept for the purposes of processing your application. The SIU will ensure the protection and safeguarding of personal information and all information collected will not be shared with any third parties or be used for the purposes other than for the purpose it was intended.
- The SIU is committed to equality, employment equity and diversity. Preference will be given to persons from designated group in particular Africans and people with disabilities in line with the SIU Employment Equity Plan.
- The salary offered will be in line with SIU approved salary scales, which may change subject to relevant approvals and annual increases.
- Late applications will not be considered after the closing date.

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**Ms. Neptune Mashego**  
**Chief Human Capital Officer**