

**POST : RECEPTIONIST: RECORDS MANAGEMENT AND
AUXILIARY SERVICES**

SALARY : R 108 078. PA

CENTRE : NELSPRUIT

REFERENCE NO. RRMAS/01/2013

Requirements : A minimum Grade 12 Certificate and Equivalent reception qualification, Computer literacy with high level proficiency in using the Microsoft Office software package. Excellent verbal communication and interpersonal skills.

Key Performance Areas: The candidate will provide professional reception services to the Office of the Director -General . Manage all telephone calls, screening incoming and outgoing calls. Ensure efficient and management of visitors register's register. Welcome and Guide visitors. Render Administrative support services to the Office of the Director –General.

Enquiries : Ms P. Nyirenda
Tel no. : 013 766 2101

Note: The above appointment will be subjected to a Security Clearance and Vetting

The Mpumalanga Provincial Government is an equal opportunity employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions and that the candidature of persons whose transfer/promotion/appointment will promote representativeness, will receive preference.

Applications should be submitted on the Z83 form obtainable from any Public Service Department or Magistrate's Office and should be accompanied by certified copies of qualifications, ID document and a comprehensive CV. No faxed applications will be accepted.

Please forward your application, quoting the relevant reference number, to the Head: Internal Human Resource Management, for attention: Mr JP Dlamini, Office of the Premier, Private Bag X11291, Nelspruit, 1200 or hand-deliver at Office of the Premier, Building No 2, Riverside Government Boulevard, Nelspruit.

Closing date: 12 April 2013

If no correspondence is received within one month of the closing date, please accept that your application has been unsuccessful.