



Lekgotla la Dipuo Tsohle Tsa Aforikaborwa (PanSALB) ke mokgatlo o molaong o ileng wa thehwa ho itshetlehlwe ka Molao wa 59 o ileng wa qala ho sebediswa ka 1995 (jwalo ka ha o ile wa ntlafatswa) e le hore, hara dintho tse ding , dipuo tsohle tse molaong tsa Afrikaborwa di ka ntshetswa pele le ho sebediswa ka ho lekana. Haeba o batla ho sebeletsa mokgatlo o tla ananela bokgoni ba hao. O ka thabela ho sebeletsa Lekgotla la Dipuo Tsohle Tsa Afrikaborwa. Mokgatlo ona o batla batho ba sebetsang ka thata, ba itshepang le ba nang le ponelopele, e le hore ba etse mesebetsi e latelang Ntlokolo ya bona e Pretoria le Ofising e Poroventsheng ya Mpumalanga (Witbank).

## MODIREDI WA MOTHUSI (PA) WA MOTLHANKEDIKHUDUTHAMAGAMOGOLO (CEO)

**Mogolo:** R289 761 ka ngwaga

**Lefelo:** Kantorokgolo (Tshwane)

**Ditlhokwa:** Dipoloma ya Bosetšhaba ya dingwaga di le 3 ya Office Management kgotsa ya Secretarial mmogo le maitemogelo a dingwaga di le 3 mo maemong A Botsamaisi jo Bogolwane o dira jaaka modisi wa kantoro kgotsa mokwaledi.

**Bokgoni jo bo Tlhokegang:** Bokgoni jo bo gaisang jwa ditlhaeletsano – (ka fa gare le kwa ntle) jwa go bua le jwa go kwala, kitso ya go dirisa khomphiutha (MS Office), Taolo ya dituelelo \*\*ditirelo tsa bathokaditirelo \*\*bokgoni jwa go kwala pegelo \*\*Tlhokomelo ya bukatsatsi \*\*Ditlhaeletsano \*\*Bokgoni mo go tsa kgwebo \*\*Temogo mo go tsa bogwebi \*\*Botsamaisi jwa matlole \*\*Taolo ya porojeke \*\*Go nna kelotlhoko mo dintlheng

**Dikarolo tsa Botlhokwa tsa Tiro, fela ga di a felela mo go:**

**Bodisi jwa Kantororo;** Netefaletsa taolo le kgokaganyo ka fa kantorong ya ga CEO \*\*Tlhabolola le go somarela thulaganyo ya go baya tshedimose tso \*\*Go romela difekese, go rulaganya ditokomane le go gagola ditokomane tso tse di nang le tshedimose tso e e bofitha e e sa tlholeng e tlhokega \*\*Somarela setshwantsho le tikologo ya seporofesenele \*\*Tshegetsa CEO mo ditirong tso tse tsa kantoro tsa botsamaisi \*\*Go dira dipatlisiso ka ga baeng botlhe ba ba tlang kwa kantorong ya CEO \*\*Rulaganya dipaakanyo tsa maeto otlhe a CEO a tlaa a tsayang \*\*Samagana, sekaseka, fetolela le go araba dipuisano tso tse di tlang (tse makwalo le tsa diimeili) ka go nna matlhagatlhaga le go tsaya ditshwetso ka tsone \*\*Kgoboketso ya tshedimose tso (go tswa go inthanete, go ditemosothutong, mo makwalodikganyeng jalojalo) \*\*Go tlanya dimemorantamo, makwalo le dipegelo (tse di rekotilweng le tse di kwadilweng) go di naya ditokololo tsa Botsamaisi jo Bogolwane.

**Tlhokomelo ya Bukatsatsi;** Netefatsa dipuisano magareng ga CEO, ditokololo tsa Botsamaisi jo Bogolwane, badiredi le bathokaditirelo ba ba kwa ntle mabapi le tsa go thapiwa, go rulaganya dikopano, go amogela bathokaditirelo le baeng (ba maemo a a kwa godimo), go rulaganya mafelo, go golagana le batho gore ba iponagatse, go rulaganya dipikara, go rulaganya marobalo, go bona le go netefatsa gore go nna le dijo, go netefatsa gore CEO le ditokololo tsa Botsamaisi jo Bogolwane ba obamela matlha otlhe a a beetsweng dikopano tse di botlhokwa, go nna le maikarabelo a go netefatsa fa go nna le tirisano e e itumedisang magareng ga bathokaditirelo. Dira jaaka motsereganyi wa merero ya setšhaba mo tirong ya gago e e maleba, bogolosegolo fa o dirisana le bathokaditirelo ba kwa ntle, golagana le bathokaditirelo ba CEO le ba ditokololo tsa Botsamaisi jo Bogolwane.

**Kgokaganyo ya Matlole le Tlhokomelo ya Dithoto;** Rulaganya ditopokabelo le dinomoro tsa dikopotheko tsa baabiditirelo \*\*Laola dikanegelo tsa dituelelo, bona tetla e e saenetsweng go ka rulaganya dituelelo \*\*Sala morago ditšheke tse di iseng di duelelwe \*\*Baakanyetsa Boto ya ditokomane le dikwalwatshegetso tse di tlhokegang \*\*Thusa mo go direng tekanyetsokabo ya kantoro ya ga CEO, go kgobokanya tshedimose tso \*\*Lekola le go laola tiriso ya tekanyetsokabo ya ditiro tsa kantoro ya ga CEO \*\*Obamela dipholisi le dithulaganyo tso tse tsa matlole.

PanSALB e ikakatletse ka tekatekano mo mokgweng oo e thapang ka one; ke maikemisetso a rona go ka thapa motho yo o fitlhelang dipeelo tsa rona tsa tekatekano. Tsweetswee ela tlhoko gore PanSALB e na le tetla ya go se thape ope wa bakopatiro mo diphatlhatirong tseno le go dira ditshekatsheko tsa pele o thapiwa tse di ka ga pabalesego. Fa go ise go ikgolaganngwe le wena morago ga kgwedi e le 1 morago ga letlha la bofelo la go tswalela phasalatso, ka boikobo o lopiwa go tsaya fa e le gore kopo ya gago ga e a atlega. Dipuisano di tlaa tsewediwa fela le ba ba akanyetswang tiro. Pegelo ya tshhekatsheko ya SAQA e tshwanetse go tsamaya le makwalothuto a dinaga tsa kwa ntle. Batho ba ba nang le bogole ba rotloediswa go ka dira dikopo.

**Dipatlisiso:** Bongani Mahlangu, Mogala. (012) 341 9638. Batho ba ba nang le kgatlhegelo ya go ka dira kopo ba lalediwa go romela dikopo tsa bone ka imeile kwa go recruitment@pansalb.org kgotsa ba ka tlisa dikopo tsa bone kwa lefelokamogelong la Kantorokgolo ya PanSALB kwa go 5th floor, Provisus Building, 523 Stanza Bopape, Arcadia, 0007

**Letsatsi la ho qetela:  
la 28 Mphalane 2015**

**“Setjhaba se le seng sa dipuo tse ngata”**



Bodonyangaredzi ya Nyambo ya Afrika Tshipembe (Pan South African Language Board (PanSALB)) ndi tshiimiswa tsha muvhuso tsho simiwaho hu tshi tevhedzwa Mulayo wa Vhu 59 wa 1995 (wo khwiniswaho) u itela uri, i ite uri hu sikwe nyimele dza u bvedeza na u tshuwedza u shumiswa nga ndila i linganaho ha nyambo dzothe dza tshiofisi na u ita uri dzothe dzi wane mbuelo dzi linganaho. Vha khou joḡa dzangano line vhukoni havho ha ḡo vhuelwa. Arali zwo ralo, zwi amba uri Bodonyangaredzi ya Nyambo ya Afrika Tshipembe ndi hone fhethu havho. Bodonyangaredzi ya Nyambo ya Afrika Tshipembe i khou joḡana na vhathu vhane vha funa mvelelo dzavhuḡi, vha re na vhuḡifulufheli na vhuḡikumedzeli uri vha ḡadze zwikhala zwa mishumo kha Ofisi khulwane ya Pretoria na kha Vundu la Mpumalanga (Ofisini ya Witbank).

## MUTHUSI (PA) WA MUOFISI MUHULU (CEO)

**Muholo:** R289 761 nga ḡwaha

**Fhethu:** Ofisini Khulwane (Pretoria)

**Tshoḡea:** Dipuloma ya miḡwaha miraru (3) ya Vhulanguli ha Ofisi kana Vhuḡwaleli yo ingwa nga miḡwaha miraru (3) ya Vhulanguli ha ofisi kana tshenzhemo ya u vha muḡwaleli kha ofisi dza Vhuimo ha Vhulanguli ha Nḡha.

**Vhukoni vho tshoḡeaho:** Vhukoni ha vhudavhidzani ha nḡhesa (ha nga ngomu na nga nḡḡa), ha u tou ḡwala na u tou amba, Vhukoni ha Khomphyutha (MS Office), U langula Mitengo \*\*Tshumelo ya khasitama \*\*Vhukoni ha u ḡwala mivhigo \*\*Vhulanguli ha Dayari \*\*Vhudavhidzani \*\*Nḡivho ya zwa vhubindudzi \*\*U ḡivha nga zwa makwevho \*\*Vhulanguli ha zwa Masheleni \*\*Ndaulo ya thandela \*\*U vha na vhusedzi.

**Masia a Mushumo a katela, fhedzi a sa gume kha:**

**Vhulanguli ha Ofisi;** U khwaḡhisedza uri hu na vhanguli na vhuḡonanyi ofisini ya CEO \*\*U bvedeza na u tshimbidza sisteme ya u faila \*\*U fekisa, u faila maḡwalo na u tshinyadza (tshetshekanya (shireda)) maḡwalo oḡhe a tshiphiri \*\*U ita uri hu vhe na u shuma lwa phurofeshinaḡa \*\*U thusa CEO kha mishumo yoḡhe ya ndaulo ya ofisi \*\*U vhudzisesa na u langula vhaeni vhoḡhe vhane vha dalela ofisi ya CEO \*\*U ita nzudzanyo dzoḡhe dza vhuendi dza CEO \*\*U tshimbidza, u sedzulusa, u fhirisa na u fhindula tshingo dzoḡhe dzine dza dzhena kha ofisi ya CEO hu tshi katelwa na (marifhi na dzi imeḡi) nga u dzhia tsheo nga ndila yo teaho \*\*U kuvhanganya mafhungo (Inthanethe, Phirizenthesheni, Dzigurannḡa, nz.) \*\*U thaipha dzi memo, marifhi na mivhigo (Dikithafounu na khophi) u itela miraḡo ya Vhulanguli Vhuhulwane.

**Vhulanguli ha Dayari;** U vhona uri hu na vhudavhidzani vhuḡati ha CEO, miraḡo ya Vhulanguli Vhuhulwane, vhashumi na kijaenthe dza nḡḡa zwi tshi ḡa kha nzudzanyo ya miḡangano, U Dzudzanya miḡangano na dziḡwe nzudzanyo dza miḡangano, u Tḡangedza vhaeni na dzikijaenthe (Dza Maimo a Nḡha), U buka Vhupo ha Miḡangano, u kwama vhathu vhane vha tea u dzhenela miḡangano, U dzudzanya vhaambi, u buka vhuḡalo, u khwaḡhisedza uri zwiḡomolosi zwi a rengwa na u dzudzanywa, U vhona uri vho CEO na Vhanguli Vhuhulwane vha a tevhedza datumu dza u guma malugana na miḡangano, Vhuḡifhinduleli ha u vhona uri hu dzula hu na vhusaka havhuḡi vhuḡati ha dzikijaenthe. U shuma sa muofisi mukonanyi wa sia ḡeneḡo la mushumo, nga maandesa musi zwi tshi ḡa kha vhaeni vha nḡḡa, Vhuḡwamani na kijaenthe dzoḡhe dza CEO na Miraḡo ya Vhulanguli Vhuhulwane.

**Vhuḡonanyi ha zwa masheleni na Vhulanguli ha Ndaka;** U dzudzanya khumbelo na nomboro dza oda dza vhaḡetshedzi vha tshumelo \*\*U langa tsumbathengo, u wana tsaino na u dzudzanya mbadelo \*\*U tevhela tsheke dzine dza khou ḡahela \*\*U dzudzanya maḡwalo a ndeme na u tshuwedza kha Bodo ya PanSALB \*\*U thusa kha u dzudzanya mugaganyagwama wa ofisi ya CEO, u kuvhanganya zwidodombedzwa \*\*U lavhelesa na u laula mugaganyagwama wa u tshimbidza ofisi ya CEO \*\*U tevhedza phoḡisi na matshimbidzele oḡhe a zwa masheleni.

**PanSALB yo ḡiimisela u vha na ndinganyelo kha vatholiwa vhayo;** ro ḡiimisela u thola vhathu ro sedza kha u swikela ndivho dza ndinganyelo. Kha vha zwi ḡivhe uri PanSALB i na pfanelo ya u sa thola kha haya maimo na u sedzulusa zwa tsireledzo musi i saathu u thola. Arali ha fhela ḡwedzi muthihi u bva kha datumu ye zwikhala zwa vala ngayo vha saathu u kwamiwa, kha vha zwi dzhie uri khumbelo yavho yo bala. Hu ḡo kwamiwa vho nanguludzwaho vha dzheniswa kha mutevhe mupufufhi fhedzi. Vhane vha vha na ndalukanyo dza mashango a nḡḡa vha ḡo tea u rumela na muvhigo wa SAQA. Vhaholefhalo vha tshuwedzwa uri vha ite khumbelo.

**Mbudziso:** Bongani Mahlangu, Luḡingo. (012) 341 9638. Vha re na dzangalelo vha khou rambiwa uri vha rumele khumbelo dzavho kha imeḡi ya recruitment@pansalb.org kana vha tou ḡisa khumbelo dzavho Ofisini Khulwane ya PanSALB (Arcadia) Kha Fuloro ya vhuḡanu (5) South Wing.

**Datumu ya u vala:  
28 Tshimedzi 2015**



Huvo yo Angarhela ya Ririmi ya Afrika Dzonga (PanSALB) i vandla leri ri nga enawini leri ri nga tumbuluxiweke hi ku ya hi Nawu wa 59 wa 1995 (tanihi laha wu hundzuluxiweke), leswaku ku tumbuluxiwa swiyimo swa nhluvukiso na ku antswisiwa ka ku tirhisiwa ko ringana na ku tiphina hi tindzimi hinkwato ta ximfumo ta Afrika-Dzonga. Loko u ri eku laveni ka nhlanganano laha vutivi bya wena byi nga ta hakeriwa, Huvo yo Angarhela ya Ririmi ya Afrika Dzonga i ndhawu ya kahle ya wena. Huvo yo Angarhela ya Ririmi ya Afrika Dzonga yi tsakela ku thola vanhu lava lavaka ku humesa mbuyelo, va titshebha no tinyiketela leswaku va ta pfala swivandla leswi swi landzelaka eHofisininkulu ya hina ePretoria na le Xifundzheninkulu xa Mpumalanga (Ehofisini ya le Witbank).

## MUPFUNI (PA) WA MUFAMBISI WA MAKUNGU (CEO)

**Muholo:** R289 761 hi lembe

**Nzhawu:** Hofisinkulu (Pretoria)

**Swilaveko:** Dipuloma ya Rixaka ya malembe manharhu ya Vufambisi bya Hofisi kumbe Vumatsalani lebyi nga na ntokoto wa kwalomu ka malembe manharhu wa vufambisi bya hofisi kumbe ntokoto wa vumatsalani eka xiyimo xa Vufambisi bya Mkungu.

**Vuswikoti lebyi byi lavekaka:** Vuswikoti bya xiyimo xa le henhla bya mbulavurisano – (bya le ndzeni na le handle), byo tsala kumbe byo vulavula, Vuswikoti byo tirhisa khomphyuta (MS Office), Ku lawula maxavelo \*\*Vukorhokeri bya tikhasimende\*\* Vuswikoti byo tsala xiviko \*\*Ku lawula dayari\*\* Mbulavurisano \*\*Vutivi bya mabindzu\*\* Lemukiso wa swa mabindzu \*\*Mafambisele ya timali\*\* Vulawuri bya tiphurojeke \*\*Ku yingisela hi vurhonwana

**Mintirhonkulu yi katsa, kambe a yi kongomi ntsena eka:**

**Vufambisi bya hofisi;** Ku vona leswaku ku na vurhangeri na vuhlanganisi ehofisini ya CEO \*\*Ku tumbuluxa no hlayisa sisiteme yo fayila\*\* Ku fekisa, Ku fayila matsalwa no tsemelela matsalwa ya mahungu ya xihundla \*\*Ku hlayisa xiyimo xa Xiphurofexinali na mbango\*\* Ku seketela CEO hi mintirho hinkwayo ya mafambisele ya hofisi \*\*Ku secha vaendzi hinkwavo lava va taka ehofisini ya CEO\*\* Ku lulamisa tendzo hinkwato ta mafambelo ya CEO \*\*Ku khoma, ku vutivisa, ku fambisa nakambe no hlamula mahungu hinkwavo lawa ya taka (mapapila na tiimeyili) hi swindlo swa xihatla no endla swiboho mayelana na\*\* Ku hlangeleta mahungu (Inthanete, Minkombiso, Maphephahungu, na swo tala) \*\*Ku thayipa timemo, mapapila na swiviko (Dikithafoni no kopa) eka Swirho swa Huvonkulu.

**Ku lulamisa Dayari;** Ku vona leswaku ku na ku burisana exikarhi ka CEO, Swirho swa Huvonkulu, vatirhi, na tikhasitama ta le handle hi mhaka ya ku minkarhi leyi yi vekiweke yo hlangana na vanhu, Ku lulamisa tinhlangeletano na minkarhi yin'wana yo hlangana na vanhu, Ku amukela tikhasitama na vayeni (Va Xiyimo xa le Henhla), Ku buka tindhawu, Ku bela vanhu riqingho leswaku va ta, ku lulamisa swivulavuri, Ku buka byetlelo, Ku kuma no tiyisisa ku phameriwa ka swakudya, Ku tyisisa leswaku CEO na Vurhangeri bya le henhla va landzelela masiku hinkwavo ya tinhlangeletano ta nkoaka, Vutihlamuleri byo hlayisa vuxaka bya kahle na tikhasitama hinkwato. Ku tirha tanihi muofisiri wa xinakulobye xa vanhu eka ndzhawu ya wena yo tirhela leyi nga fanela, ngopfungopfu loko ku tirhaniwa na tikhasitama ta le handle, Ku tihlanganisa na tikhasitama hinkwato ta CEO na Swirhonkulu swa Vurhangeri.

**Vufambisi bya swa Timali na Vulawuri bya nhundzu;** Ku lulamisa swikombelo na tinombara ta toda eka vaphakeri va vukorhokeri \*\*Ku lawula tirhasiti to komba mintsengo ya timali, Ku kuma minsayino no lulamisela ku hakela\*\* Ku landzelerisa ticheke leti nga xota \*\*Ku lulamisa matsalwa lawa ya nga fanela na mintiyisiso eka Bodo ya PanSALB\*\* Ku pfuneta ku lulamisa mpimanyeto wa hofisi ya CEO, Ku hlangeleta mahungu \*\*Ku kambisisa no lawula mpimanyeto wa misingiriko ya hofisi ya CEO\*\* Ku landzelela tipholisi hinkwato ta swa timali na maendlele.

**PanSALB yi tinyiketerile eka ndzingano eka maendlele ya hina ya matholele;** i xikongomelo xa hina ku thola vanhu hi xikongomelo xo fikelela swikongomiso swa hina swa ndzingano. Mi komberwa ku tekela enhlokweni leswaku PanSALB yi na mfanelo yo ka yi nga tholi vakombera vahi na vahi va ntirho muendli eka mintirho leyi naswona yi ta endla swikombelo swa vuhlayiseki ku nga si thoriwa. Loko u nga hlamuriwani eka nhweti yin'we loko se ku hundzile siku ro pfala, tiva leswaku xikombelo xa wena a xi humelelangi. Ku ta burisaniwa ntsena na vanhu lava nga hlawuriwa. Xiviko xohlela xa SAQA xi fanele xi famba na mimbumambhumelo ya matiko mambe. Vanhu lava nga na vutsoniwa va amukeriwa ku endla swikombelo.

**Swivutiso:** Bongani Mahlangu, Thelefoni. (012) 341 9638. Vanhu lava va swi tsakelaka va komberwa ku rhumela swikombelo hi imeyili eka [recruitment@pansalb.org](mailto:recruitment@pansalb.org) kumbe va yisa swikombelo swa vona eka Hofisinkulu ya PanSALB (Arcadia) eka ndhawu yo amukela vuyeni eka fuloro ya vuntlanu eka rimpapa ra le Dzongeni.

**Siku ro pfala:  
28 Hlangula 2015**

**“Rixaka rin'we, tindzimi tinyingi”**



Die Pan Suid-Afrikaanse Taalraad (PanSAT) is 'n statutêre liggaam wat ingevolge die Wet op die Pan-Suid-Afrikaanse Taalraad 59 van 1995, soos gewysig, tot stand gebring is om onder andere omstandighede te skep vir die ontwikkeling en bevordering van die gelyke gebruik en genot van al die amptelike Suid-Afrikaanse tale. Is u op soek na 'n organisasie waar u kundigheid beloon sal word? Dan is die Pan Suid-Afrikaanse Taalraad die ideale plek vir u. Die Pan Suid-Afrikaanse Taalraad wil resultaatgedrewe, selfversekerde en toegewyde individue in die volgende poste by ons Hoofkantoor in Pretoria en Mpumalanga Provinsie (Witbank-kantoor) aanstel.

## PERSOONLIKE ASSISTENT (PA) VIR DIE HOOF UITVOERENDE BEAMPTTE (HUB)

**Salaris:** R289 761 per jaar

**Plek:** Hoofkantoor (Pretoria)

**Vereistes:** 'n 3-jaar nasionale diploma in sekretariële/kantoorbestuur met minstens drie (3) jaar kantoorbestuurs- of sekretariële ondervinding op uitvoerende bestuursvlak.

**Vereiste bevoegdhede:** Uitstekende skriftelike en mondelinge kommunikasievaardighede (intern en ekstern); Rekenaargeletterdheid (MS Office); Kostebeheer; \*\*Kliëntediens \*\*Verslagskryfvaardighede \*\*Dagboekbestuur \*\*Kommunikasie \*\*Sakevernuf \*\*Kommersiële bewustheid \*\*Finansiële bestuur \*\*Projekadministrasie \*\*Aandag aan detail

**Sleutelprestasie-areas sluit in, maar is nie beperk tot:**

**Kantoorbestuur:** Verantwoordelik vir bestuur en koördinasie in die HUB se kantoor \*\*Ontwikkel en hou liasseerstelsel in stand \*\*Faks, liasseer van dokumente en snipper van alle vertroulike dokumentasie \*\*Handhaaf 'n professionele beeld en klimaat \*\*Ondersteun die HUB met alle kantooradministrasie \*\*Keuring van alle besoekers aan die HUB se kantoor \*\*Tref alle reisreëlings vir die HUB \*\*Hanteer, bestudeer, stuur om en beantwoord alle inkomende korrespondensie (pos en e-pos) deur proaktiewe optrede en besluitneming \*\*Inligtingsinsameling (internet, aanbiedings, koerante, ens) \*\*Tik memo's, briewe en verslae (diktafoon en afskrif) vir uitvoerende bestuurslede

**Dagboekbestuur:** Verseker interaksie tussen HUB, uitvoerende bestuurslede, personeel en eksterne kliënte ten opsigte van afspraak; Skeduleer vergaderings en ander afspraak; Ontvang kliënte en gaste (hoë profiel); Bespreek vergaderplekke, skakel mense om by te woon, reël sprekers, bespreek akkommodasie, bekom en sien toe dat verversings bedien word; Sorg dat die HUB en uitvoerende bestuur alle keerdatums met betrekking tot belangrike vergaderings nakom; Verantwoordelik vir handhawing van 'n positiewe verhouding met alle kliënte; Tree op as skakelbeampte vir toepaslike eie werkarea, veral met betrekking tot eksterne kliënte; Skakeling met alle kliënte van HUB en uitvoerende bestuurslede.

**Finansiële koördinasie en batebestuur:** Reël rekwisisie- en bestelnommers vir diensverskaffers \*\*Kontroleer fakture, kry handtekening en reël vir betaling \*\*Volg uitstaande tjeks op \*\*Berei nodige dokumente en motiverings aan PanSAT se Raad voor \*\*Help met opstel van die HUB se kantoorbegroting, insameling van inligting \*\*Monitor en beheer die bedryfsbegroting van die HUB se kantoor \*\*Kom alle finansiële beleid en prosedures na

**PanSAT is verbind tot gelyke indiensneming;** ons voorneme is om individue aan te stel met die doel om gelykheidsoogmerke na te kom. Let asseblief daarop dat PanSAT die reg voorbehou om nie enige aansoekers vir hierdie poste aan te stel nie en om sekuriteitskeuring voor indiensneming te doen. Indien u geen terugvoer binne een (1) maand na die sluitingsdatum ontvang het nie, moet u aanvaar dat u aansoek onsuksesvol was. Korrespondensie sal slegs met kandidate op die kortlys gevoer word. Buitelandse kwalifikasies moet van 'n SAKO-evaluasieverslag vergesel word.

Persone wat gestremd is word aangemoedig om aansoek te doen.

**Navrae:** Bongani Mahlangu Tel: (012) 341 9638. Individue wat belangstel, word versoek om hul aansoeke via e-pos te stuur aan [recruitment@pansalb.org](mailto:recruitment@pansalb.org) of om hulle aansoeke by PanSAT se hoofkantoor (Arcadia) by die ontvangstoonbank op die vyfde verdieping van die suidelike vleuel in te dien.

**Sluitingsdatum:**  
**28 Oktober 2015**



IBhodi yamaLimi woke weSewula Afrika (i-PanSALB) imkhandlu wombuso owahlonywa ngokutjho komThetho i-Act 59 ka-1995 (njengombana ukhitjehlwe) ukobana hlangana nokhunye yakhe ubujamo betuthuko begodu ithuthukise ukusetjenziswa ngokulinganako kanye nokuthatjela kwawo woke amalimi asemthethweni weSewula Afrika. Nangabe ufuna ihlangano lapha ikghono lakho lizakutlonyeliswa khona, yeke, iBhodi yamalimi woke asemthethweni (i-PanSALB) iyindawo ekufaneleko. IBhodi yamaLimi woke weSewula Afrika ifuna ukuqatjha umuntu ozakutjhayela ikoloyana le alethe imiphumela emihle, ozithembako begodu abe mumuntu ozimiseleko ukobana azokuzalisa isikhundla esilandelako e-ofisini ekulu engePitori kanye nePhrovinsini yeMpumalanga (e-ofisini yeWitbank).

## UMSIZI (PA) WESIPHATHISWA ESIKHULU SESIGUNGU (U-CEO)

**Umrholo:** R289 761 ngomnyaka

**Indawo:** E-ofisini eKulu (ePretoria)

**Iindingo:** I-diploma ye-I-3 year National Diploma Office Management or Secretarial ekhambisana okungasenani neminyaka emi-3 yelemuko lokuphatha i-ofisi nanyana ukuba ngunobhala ezingeni lesiGungu esiPhezulu.

**Amakghono afunekako:** Amakghono wokuthintana afaneleko– (ngaphakathi nangaphandle), ukutlola kanye nokukhuluma, i-Computer literacy (MS Office), Ukulawula iimali \*\*ukuphatha amakhastama \*\*ikghono lokutlola imibiko \*\*Ukuphatha idayari \*\*Ukuthintana \*\*Ukuba nelwazi lebhizinisi \*\*Ilemuko lerhwebo \*\*Ukuphatha iimali \*\*Ukulawula amaphrojekthi\*\*ukutjheja imininingwana

**Iindawo eziqathekileko zomsebenzi, kodwana azinamikhawulo kilokhu:**

**Ukuphatha i-ofisi;** Ukuqinisekisa ukuphatha nokuhlela ngaphakathi kwe-ofisi ka-CEO \*\* Ukuthuthukisa nokutjheja indlela yokufayila kuhle \*\*Ukufeksa, ukufayila imitlolo kanye nokusika kuhle kulahlwe yoke imitlolo eyifihlo \*\*Ukutjheja isithombe kanye nobujamo obuphrofetjhinali \*\* Ukusekela u-CEO ngemisebenzi yokulawula i-ofisi \*\*Ukuskrinwa kwazo zoke iimvakatjhi eziya e-ofisini ka-CEO \*\*Ukwenza woke amalungiselelo wamakhambo ka-CEO \*\*Ukuphatha, ukuhlola, ukwenza ngobutjha nokuphendula yoke imitlolo engenako (iincwadi nama-imeyli) ngokwezenzo ezimajadu kanye nokuthatha iinqunto mayelana nalokho \*\*Ukubuthelela ilwazi (I-inthanede, Ukwethula, Amaphesende, njll.) \*\*Athayibhe ama-memo, iincwadi kanye nemibiko (i-Dictaphone and copy) mayelana namalunga wesiGungu esiPhezulu.

**Ukuphatha idayari;** Ukuqinisekisa ukubonisana okuba khona hlangana ne-CEO, namalunga wesiGungu esiPhezulu, abasebenzi, kanye namatlayendi wangaphandle mayelana nokwenza iinjamo zeenkathi, ukuhlela imihlangano nezinye iinjamo zeenkathi, ukwamukela amatlayendi kanye neentatanyiswa (eziseenkundleni eziphezulu), ukubhuga iindawo, ukuthinta abantu ukobana bakhambele imihlangano, ukuhlela iinkhulumu, ukubhuga iindawo, ukuthola nokuqinisekisa bona kuba nokudla nomehliso, Ukuqinisekisa bona i-CEO kanye nesiGungu esiPhetheko sihlonipha woke amalanga abekiweko amayelana nemihlangano eqathekileko, ukwamukela, abe nesibopho sokuba netjhebiswano elihle nawo woke amatlayendi. Asebenze njengesiphathiswa setjhebiswano mayelana nendawo asebenza kiyo, khulukhulu lokha nakasebenzisana namatlayendi wangaphandle, athintana nawo woke amatlayendi ka-CEO kanye namalunga wesiGungu esiPhetheko.

**Ukuhlela iimali kanye nokuphatha ipahla yekhamphani;** Ukuhlela iimbawo kanye neenomboro zama-oda mayelana nokubhadala abanikela ngemisebenzi nanyana ababenzele imisebenzi \*\*Ukulawula ama-invoyisi, ukutlola umtlikitlo nokuhlela ukubhadalwa \*\*Ukwenza ilandelela ngamatjhege angakabhadalwa \*\* Ukwenza amalungiselelo wemitlolo efunekako kanye nokusekela iBhodi ye-PanSALB \*\*Ukusiza ekwenzeni ibhajedi ye-ofisi ka-CEO, ukubuthelelwa kwelwazi \*\*Ukutjheja nokulawula ukusetjenziswa kwebhajedi ye-ofisi lika-CEO \*\*Ukulandela yoke imigomo neenkambiso zeemali.

**Imibuzo:** Mnu Bongani Mahlangu (012) 341 9638. Abantu abanentshisekelo bayamenywa ukuba balethe incwadi eyikhasi elilodwa kanye nempilomlando echaza kabanzi ku-recruitment@pansalb.org noma bangalethe izicelo eHhovisi elikhulu lePanSALB (e-Arcadia) endaweni yokwemukela eSitezi sesi-5 eNgxenyeni eseNingizimu.

**Usuku lokuvalwa kwezicelo:  
28 kuMfumu 2015**

**“Isizwe sinye izilimi ziningi”**





The Pan South African Language Board (PanSALB) is a statutory body established in terms of Act 59 of 1995 (as amended) for, inter alia, the creation of conditions for the development and for the promotion of equal use and enjoyment of all the official South African languages. Looking for an organisation where your expertise will be rewarded. Then the Pan South African Language Board is the ideal place for you. The Pan South African Language Board seeks to appoint results-driven, assertive and dedicated individuals to fill the following positions at our Head Office in Pretoria and Mpumalanga Province (Witbank Office).

## **PERSONAL ASSISTANT (PA) TO THE CHIEF EXECUTIVE OFFICER (CEO)**

Salary: R289 761 per annum

Location: Head Office (Pretoria)

Requirements: A 3 year National Diploma Office Management or Secretarial coupled with at least 3 years office management or secretarial experience on Executive Management level.

Competencies needed: Excellent communication skills– (internal and external), written and verbal, Computer literacy (MS Office), Cost control \*\*Customer service \*\*Report writing skills \*\*Diary management \*\*Communication \*\*Business acumen \*\*Commercial Awareness \*\*Financial management \*\*Project administration \*\*Attention to detail

Key Performance Areas include, but not limited to:

Office Management; Ensure the management and co-ordination within the CEO's office \*\*Develop and maintain a filing system \*\*Faxing, Filing of documents and shredding of all confidential documentation information \*\*Maintain a Professional image and climate \*\*Support the CEO with all office administration tasks \*\*Screening of all visitors to the CEO's office \*\*Make all travel arrangements for the CEO \*\*Handle, scrutinise, re-route and answer all incoming correspondence (mail and e-mail) by pro-active actions and decision-making regarding \*\*Information gathering (Internet, Presentations, Newspapers, etc) \*\*Type memo's, letters and reports (Dictaphone and copy) for Executive Management members.

Diary Management; Ensure interaction between CEO, Executive Management members, staff, and external clients with regard to appointments, Scheduling of meetings and other appointments, Receiving of clients and guests (High Profile), Book venues, contact people to attend, arrange speakers, book accommodation, obtain and ensure the serving of refreshments, Ensure that the CEO and Executive Management adhere to all due-dates regarding important meetings, Responsible for the keeping of a positive relationship with all clients. Act as public relations officer for relevant own work area, especially when dealing with external clients, Liaison with all clients of CEO and Executive Management Members.

Financial Co-ordination and Asset management; Arrange requisitions and order numbers for service providers \*\*Control invoices, obtain signature and arrange for payment \*\*Follow up of outstanding cheques \*\*Prepare necessary documents and motivations to PanSALB's Board \*\*Assist in compilation of the CEO office budget, gathering of information \*\*Monitor and control of the CEO's office's operational budget \*\*Adhere to all financial policies and procedures.

PanSALB is committed to equity in our employment practice; it is our intention to appoint individuals with the aim of meeting equity objectives. Please note that PanSALB reserves the right not to appoint any applicants to these positions and to conduct pre-employment security screening. If you have not been contacted 1 month of the closing date, kindly deem your application unsuccessfully. Correspondence will only be with short-listed candidates. A SAQA evaluation report must accompany foreign qualifications. Persons with disabilities are encouraged to apply.

Enquiries: Bongani Mahlangu, Tel. (012) 341 9638. Interested individuals are invited to forward their applications via email to [recruitment@pansalb.org](mailto:recruitment@pansalb.org) or can drop off their applications at the PanSALB Head Office (Arcadia) in the reception area on the 5th Floor South Wing.

**Closing date:**  
**28 October 2015**