

DPSA Office Admin And Security Management Vacancies Requirements:-

The successful candidate must have Grade 12/ Matric certificate plus 3 year Degree/ Diploma in Public Administration, Safety and Security or relevant qualification. Minimum of 5 years' experience in supervisory position in administration and safety and security, experience in Public Sector. Experience in events management. Skills: decision making. Management of projects. Financial and organizing problem solving, conflict management, verbal and written communication. Leadership. Computer literacy. Relationship management. Knowledge: National Archives Act. Access to public Premise and Vehicle Act. Minimum Information Security Standards. Public Financial Management Act.