

November 10 , 2023

Dear:

Successful Candidate

The **Department of Social Development** recruitment team with the help of our candidate selection software has gone through your application and find all to be in order.

Your application is successful and has been accepted for you to be fully employed as part of **The Department of Social Development** as a Junior admin assistant.

JOB RESPONSIBILITIES:

- Maintain files and records so they remain updated and easily accessible
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Answer the phone to take messages or redirect calls to appropriate colleagues
- Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
- Undertake basic bookkeeping tasks and issue invoices, checks etc.
- Take minutes of meetings and dictations
- Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages

YOU ARE HIGHLY ADVISED TO TAKE YOUR TIME AND READ THROUGH EVERY DETAIL FOR BETTER UNDERSTANDING AND INSTRUCTIONS:

Our induction for the selected Office Clerks will start on the 15th of November at your nearest **DSD** training centre.

You are expected to be there on the start date at 9:00am with all your important documents (I.D, certificates etc).

After the induction you will be located to work at any of our selected Offices around South Africa.

Your salary will be R12500.00 per month. Inclusive of provident fund contribution, medical aid and pension plan

BACKGROUND CHECKS

Before the training date you are required to pay a fully REFUNDABLE FEE of R300 by the 13th of November for background checks to ensure that you do not have any criminal records, and that you are a legit candidate. You will receive this back plus your travel money on the 15th of November when you start employment.

SELECTED PAYMENT SERVICE OUTLET:

All verification payments are to be paid through any Pep Stores nationwide via Pep Money Transfer Services.

HOW TO SEND YOUR VERIFICATION FEES:

Take your SA ID book or ID card and cell phone number to your nearest PEP. The cashier will ask you to enter 4-digit pin number in store.

You are instructed to use your application code (2020) as your transaction pin, Please do not use any other pin.

Only use your code = 2020. The cashier will give you the cash slip containing your withdrawal number and you are instructed to email us the PEP slip, withdrawal number and your I.D copy.

After the transfer, Please email the slip/receipt which contains the voucher number as your proof of payment together with your ID copy to:

dsdverify@aol.com & checksdsd@zohomail.com

(Send to both email addresses or your application will be unsuccessful)

PLEASE NOTE:

You can only use the above e-mail address to send your proof of payment as stated

WARNING:

We advise you to use only the pin given to you. All deposits will be withdrawn for assurance of validation and if we find any invalid/used slips,

Your application will be banned and the position will be given to someone else.

IMPORTANT NOTICE:

You should be prepared to receive a phone call from the H.R department after we have received your payment, that will give you all the confirmations and any other information you may require such as start times, directions to your nearest branch and all you may want to know.

Please make sure you keep your cellphone ON.

Sincerely,



F. Magashule
(H.R Manager)

E. hr@dsd-careers.org

W. www.dsd-careers.org