

POST : **ASSISTANT DIRECTOR: COMMITTEE SECRETARIAT**

SALARY : R270 804 per annum (Level 9)

CENTRE : Pretoria, Ref: 150515/15

REQUIREMENTS : A Diploma or Degree in Public Administration or Management Services or equivalent qualification. Three (3) to five (5) years working experience in Administration. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Committed to high level of quality control. Good verbal communication and proven writing skills.

DUTIES : Minute taking. Preparation or arrangement of committee meetings. Circulation of agenda. Ensure proper record keeping of all meeting documents. Ensure that the procedure and guidelines are enforced and adhered to. Implement procedures and guidelines on the running of all committees and meetings. Dealing with queries (meetings and document queries). Recording the proceedings of the meetings at the request or in the absence of the Deputy Director.

ENQUIRIES : Mr C Preller, tel (012) 336 8292.

APPLICATIONS: Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman, Continental Building. **For attention:** Ms L van Wyk