

POST : **DEPUTY DIRECTOR: OFFICE OF THE DIRECTOR GENERAL**

SALARY : R630 822 per annum, all inclusive package (Level 12)

CENTRE : Cape Town, Ref: 150515/08

REQUIREMENTS : Degree or Diploma in Social Science. Three (3) to Five (5) years experience in administration. Management experience. Knowledge in strategic and operational plan management. Knowledge in Public Administration. Knowledge of the Ministerial Handbook. Knowledge in applying administrative process in working environment. Knowledge in handling filing systems and correspondences. Knowledge of the PFMA. Knowledge and experience in Policy implementation. Knowledge of Monitoring and Evaluation principles. The Incumbent should possess the following behavioral competencies: Good Communication skills, Conflict management skills, Creativity and awareness, Professional Development, Project Management skills, Cultural Awareness, Flexibility, and Initiative.

DUTIES : The main role of the incumbent of this position will be to manage and facilitate administrative support to the Director-General and to conduct quality assurance on correspondences, record data on the database and compile status reports. The duties will include: Handling of the Director-General enquiries, The arrangement of appointments, interviews and appearances. Compiling of programmes of appointments and journeys. Co-ordination with various stakeholders who need to meet the Director-General, Handling of Priority Enquiries, Handling of travel and accommodation arrangements. Provision and maintenance of office and living accommodation and furniture. Making arrangements for movements to attend meetings. Checking of Compliance Requirements, The requesting, receiving and checking of documents for meetings, the drafting of replies, speeches and comments. The arrangement for placement of items on the agendas of meetings, and circulation of accompanying memoranda including Cabinet memoranda to other ministries. The monitoring of order-papers, lists of questions and minutes of the relevant executing authority. The collection of replies to questions. Accompanying the Director-General to official functions and on official journeys. Taking care of accompanying correspondence and records. Accompanying of the Director-General on visits. Providing administration guidance to branches. Compiling and maintaining a database of all enquiries, Manage all enquiries on time. Support with the officials who are visiting the Director-General's, Minister's or Deputy Minister's office.

ENQUIRIES : Ms I Maboko; tel: (012) 336 6696.

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