

**POST** : **ASSISTANT DIRECTOR: ADMINISTRATION**

**SALARY** : R270 804 per annum (Level 9)

**CENTRE** : Pretoria

**REF** : 240415/06

**REQUIREMENTS** : A National Diploma or Degree in Public Administration or relevant qualification. Three (3) to five (5) years experience in administration. Sound interpersonal relations. Computer literacy. Good administrative and organisational skills. Experience in Office Management in an executive office will be an added advantage.

**DUTIES** : Provide administrative and co-ordination support to the component. Handle general administrative support including minute taking. Draft routine correspondence and reports. Arrange workshops/ conferences. Process travel claims. Compile monthly report of expenditure incurred: Provisioning and procuring of goods and services. Develop and manage the document tracking system.

**ENQUIRIES** : Ms P Skhonde, tel (012) 336 7306

**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 Streets, Continental Building. **For attention:** Ms L Van Wyk