



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

For Centre: Port Elizabeth ,Breede , Gouritz, Bellville, Kei Xonxa,Uper Fish , Olifants River ,Berg River, Mtata, Worcester, Uitkeer : Please forward your application quoting the reference number to: Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer. **For attention:** Mr. S Madyungu

CLOSING DATE:

12 AUGUST 2016.TIME:16H00

POST

: **ASSISTANT DIRECTOR: ADMINISTRATION REF: 120816/11**
National Water Resources Infrastructure Branch Directorate: Southern Operations

SALARY

: R311 784 per annum (level 9)

CENTRE

: Port Elizabeth

REQUIREMENTS:

B- Degree or Diploma in Public Administration with a minimum of three (3) to five (5) years experience in administration. Extensive 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 and must be committed to high level of quality control. Knowledge of implementing policies of PMDS. Organizational skills Problem solving and Analysis. Good communication skills. People and Diversity Management.

DUTIES:

Analysis of weekly tasks, formulation of weekly goals and development of weekly planning schedules. Implement policies and procedures. Assignment of duties, analyse work volume, work complexity and allocation of work. Gather work progress information and compile progress reports. Implementation of policies and procedures. Develop implementation plan and procedures. Staffing needs assessments. Mentoring of staff and establishment of standards. Supervise staff and take corrective action.

ENQUIRIES

: Mr. G Posthumus, Tel 082 807 6159