



CLOSING DATE

13 MAY 2016 at 16H00.

APPLICATIONS

Please forward your applications quoting the relevant reference number for **Centre: Pretoria & Roodeplaat:** Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner CnrVisagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko.

APPLICATIONS

Please forward your applications quoting the relevant reference number for **Centre: Mmabatho:** The Provincial Head, Department of Water and Sanitation, Private Bag x 5, Mmabatho I2735. Cnr Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor, **FOR ATTENTION:** Ms K Mutloane

APPLICATIONS

Please forward your applications quoting the relevant reference number for Centre: **Gauteng:** The Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothongo Plaza East, Pretoria. For attention:Mr S Nevhorwa (012) 392 1324

APPLICATION

Please forward your applications quoting the reference number **Centre: Durban** to the: Provincial Head: KwaZulu-Natal, Department of Water Affairs, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban. **For attention:** The Manager (Human Resources)

NOTE:

Applications must be submitted on signed and dated form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools"
People with disabilities are highly encouraged to apply for the posts.

POST:
SALARY:
CENTRE:
REQUIREMENTS:

OFFICE MANAGER REF: 130516/14
R311 784 per annum level (9)
Pretoria

A degree ,/National Diploma or Certificate in Secretariat services. Three (3) to five (5) years experience in secretarial duties and general administration. Knowledge of administrative procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Knowledge of dispute resolution process. Understanding of Social and Economic development issues Basic Financial management and knowledge of PFMA. Knowledge Management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.

DUTIES:

Scrutinise all incoming correspondence: an abbreviated note highlighting certain detail from correspondence is drafted;- Preliminary advice / recommendation regarding the manager's actions is appended to the abbreviated note, e.g. arranges meetings, approve recommendations. Preparation of presentations: Do research; · Develop presentation;- present to manager for final approval. Arrange / Organise workshops and meetings: Planning-Determine delegates; Facilitation; Secretarial services; location; subsistence and travel arrangements and claims; Compiling of Agenda programme; financial-arrangements. Represent Manager at certain meetings, workshops: Deliver presentations on behalf of the Manager (power point, over head slides, etc). Take notes and give detailed report to Manager following the meeting. Manages queries, (Meetings and document queries): Monitoring of deadlines to ensure responses are prompt; coordinating and monitoring of projects. Management of budget: Compile a Chief Directorate budget in line with MTEF, PFMA and CD future projects; authorize payments (consultants.etc); · Control Directorate expenditure in line budget; monitor Directorate spending trends in accordance with Early Warning Systems; advice and facilitate the process of budget projection with all the project managers / Directorates. Establishment of processes for routine information collection; consolidation into an abbreviated report; where applicable make recommendations; develop statistics for Managers requirement. Manage and Supervise Human Resources: responsible for one secretary; personnel evaluation; leave / making arrangement for relieve; ·on the job training; identify areas for further career development.

ENQUIRIES:

Ms B Naidoo, tel (012) 336 6581