



DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

For Centre: Bloemfontein please forward your applications quoting the relevant reference number to: Private Bag 528 Bloemfontein.9300. or hand deliver at 2 floor,Bloem Plaza, cnr East burger and Charlotte Maxeke Str, Bloemfontein,9300. for attention: Mr J Mofokeng

CLOSING DATE

: **24 JUNE 2016 at 16h00**

POST

: **OFFICE MANAGER REF: 240616/22**

SALARY

: **R 311 784 per annum level (9)**

CENTRE

: **Bloemfontein**

REQUIREMENTS:

A degree/National Diploma or Certificate in Secretariat services. Three (3) to five (5) years' experience in secretarial duties and general administration. A good understanding of Public Service processes. 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 Finance 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

Scrutinize all incoming correspondence: an abbreviated note highlighting certain detail from correspondence is drafted; Preliminary advice / recommendation regarding the manager's actions are appended to the abbreviated note, e.g. arrange meetings, and approve recommendations. Preparation of presentation: Do research, Develop presentation, present to manager for final approval. Arrange / organize 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, overhead slides, etc.). Take notes and give detailed report to the Manager following the meetings. Manage 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 MZ Letloenyane, Tel (051) 405 9240