



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : **For Centre: Polokwane Provincial Office** please forward your applications quoting the relevant reference number to: Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water Affairs, 49 Joubert Street, Corner Thabo Mbeki & Joubert Streets, AZMO PLACE Building (Registry Office 4rth floor). For **attention:** Mr. MP Makgakga Tel no 015 290 1386

CLOSING DATE : **24 JUNE 2016 at 16h00**

POST : **SECRETARY: DIRECTORATE: INFRASTRUCTURE DEVELOPMENT**
AND MAINTENANCE- REF: 240616/32 A. DIRECTORATE: PLANNING
AND INFORMATION - REF: 240616/32 B

CENTRE : **Polokwane Provincial Office**

SALARY : **R142 461 per annum (Level 05)**

REQUIREMENTS: A Grade 12 and Certificate in Secretariat Services. A minimum of one (1) to (2) two years experience in secretarial duties and/or general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, sound organisational skills. Good people skills. Basic written communication skills, basic Financial Management and knowledge of PFMA. Client Orientation and Customer Focus, Communication, Accountability and Ethical Conduct.

DUTIES: Provides secretarial / receptionist and clerical support service to The manager. Receives telephone calls and messages for the manager and channels calls to relevant role players if needs be. Manages and coordinates the diary of the manager by recording appointments events. Does all required typing in the office of the manager. Operates office equipment like fax machines and photocopies .Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the manager. Collects all relevant documents and information to enable the manager to prepare for meetings. Records minutes of the meetings of the manager when required. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the manager. Drafts routine correspondence and reports. administers matters like leave registers and telephone accounts. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments etc. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the manager.

ENQUIRIES: Mr. LR Tloubatla Tel. (015) 290 1205 (Infrastructure Development & Maintenance).

Mrs. MM Komape Tel. (015) 290 1463 (Planning & Information)

Separate applications to be completed for each post (quote the relevant reference number)