



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATION** : **Centre Pretoria , Umzimvubu:** 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, Continental Building. **For attention:** Ms Cindy Mazibuko
- CLOSING DATE** : **25 NOVEMBER 2016 TIME: 16H00**
- POST** : **ASSISTANT DIRECTOR: ADMINISTRATION REF: 181116/54**
PMU
- SALARY** : R 311 784 per annum (level 9)
- CENTRE** : Pretoria,
- REQUIREMENTS** : Degree or National Diploma in Social Sciences or relevant qualifications. Three (3) to five (5) years experience in administration. Good communication skills (Verbal and Written). Ability to maintain 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