



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATION** : **Centre Polokwane and Tzaneen:**Please forward your application quoting the reference number to: The Acting CEO, Limpopo North West Proto CMA, Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or hand Deliver at Azmo Building, 49 Joubert Street, Polokwane, 0700. Attention Mr Makgakga
- CLOSING DATE** : **25 NOVEMBER 2016 TIME: 16H00**
- POST** : **ASSISTANT DIRECTOR: ADMINISTRATION REF: 181116/55**
Division Administration
- SALARY** : R 311 784 per annum (level 9)
- CENTRE** : Tzaneen
- REQUIREMENTS** : Degree or National Diploma in Social Sciences or relevant qualifications. Three (3) to five (5) years experience in administration. supervisory experience. Knowledge of policy development and implementation. Knowledge of finance and Human Resources legislations and Policies. Knowledge of SAP and WARMS. Planning and organising skill. Presentation skill. Report writing skill. Analytical skill. Communication skill. computer literate. Drivers licences (Attach copy).
- DUTIES** : Manage Human Resources, Supply Chain, Finance, Transport and Warsms Sections. Manage the authorisation of licences registration on the system. Manage the data capturing and general office administration of water use in terms National Water Act. Check and manage the authorisation registration. Manage the budget for the Directorate. Provide advice and support to the line managers. Train and Supervise and supervise subordinates.
- ENQUIRIES** : Mr G Masia tel 015 290 1348