



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

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

CLOSING DATE:

26 AUGUST 2016.TIME:16H00

POST

: **ADMINISTRATIVE OFFICER: Chief Directorate: Regional Bulk Infrastructure Programme Ref: 260816/27**

SALARY

: **R 211,194 per annum level 7**

CENTRE

: **Pretoria**

REQUIREMENTS

: National Diploma or Degree Human Science, Public Administration / Business Management. One (1) year experience in administration, finance and procurement procedures as well as project management experience. Knowledge of Public Service Regulations, procurement procedures and the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA). Computer literacy in MS PowerPoint, Excel, Microsoft Word, Email and Internet. A valid driver's licence. Ability to work well under pressure. Good communication skills (writing and verbal), organizational skills, interpersonal skills, ability to work individually and in a team, ability to work under pressure, multitasking and extended hours.

DUTIES

: Provide general administrative support to the Chief Directorate and the RBIG Regional Offices; provide logistical support to the Chief Directorate; ensure effective and efficient functioning of the office; assist with proper distribution of documents and safe keeping in a prompt and confidential manner; maintaining the filing system; communicate with clients and stakeholders; handle generic inquiries. Fetch and distribute pay sheets. Provide support in coordination of other Chief Directorate activities when required.

ENQUIRIES

: Mr TN Mokgalaka, tel (012) 336 6527