



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

Centre: Pretoria, Free State, Durban KZN: 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, (Cnr Visagie) and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko.

CLOSING DATE

: **02 JUNE 2017 TIME: 16H00**

POST

: ASSISTANT DIRECTOR: FLEET AND TRAVEL SERVICES REF NO:
020617/22

SALARY

: R 334 545 per annum (Level 09)

CENTRE

: Pretoria

REQUIREMENTS

: Degree or National Diploma in Administration. Three (3) to five (5) years experience in administration. Knowledge of financial legislation. Knowledge of BAS, SAP and GAAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge Management, Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Excellent communication skills. Accountability and Ethical Conduct.

DUTIES

: Ensure effective provisioning of transport, flights and accommodation reservations. Ensure effective and efficient control of fleet and travel services. Manages and supervises Human Resources. Render administrative support of departmental vehicles utilise by Ministry. Render administration on maintenance, fuel, remunerations and financial payments to service providers.

ENQUIRIES

: Mr. T J Kleu, Tel 012 – 336 7571.