



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : All applications must be forwarded to: the Directorate: Planning, Recruitment and Selection Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Streets, Pretoria. FOR ATTENTION: Ms C Mazibuko
- CLOSING DATE** : **21 April 2017 Time: 16H00**
- POST** : **ADMINISTRATION OFFICER: GLOBAL MULTILATERAL RELATIONS**
REF NO: 210417/09
SUB-DIRECTORATE: BILATERAL RELATIONS
- SALARY** : R211 194 per annum, (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree in Human Sciences or Public Administration. At least one (1) experience in administrative matters. Knowledge of administrative procedures, procurement and supply chain management. Knowledge of dispute resolution process. Understanding of Social and Economic development issues. Excellent communication skills (verbal and written). Minutes taking and report writing skills. Basic financial management and knowledge of PFMA. Knowledge management, problem solving and analysis. Client Orientation and customer focus. Accountability and Ethical Conduct.
- DUTIES** : Provide administrative support to all personnel in the component. Assist with the execution of financial administration. Provide procurement services to the component. Maintain register of the component up to date. Prepare submissions for the component. Liaise with foreign embassies and high commissions
- ENQUIRIES** : Ms T. Fiko, Tel 012-336 8678