



# 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** : **PERSONAL ASSISTANT 3 POSTS REF NO: 210417/10**  
CHIEF DIRECTORATE: OFFICE OF THE CHIEF INFORMATION OFFICER 210417/10A  
CHIEF DIRECTORATE: SANITATION SERVICES210417/10B  
CHIEF DIRECTORATE: FINANCIAL ACCOUNTINGC (WTE) 210417/10C
- SALARY** : R211 194 per annum, (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 and Secretarial Diploma or equivalent qualification. At least Three (3) years experience in secretarial or personal assistant duties in rendering a support service to senior management. Knowledge of administration procedures. Practical knowledge in secretarial duties. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation. Self management and motivation. Knowledge of dispute resolution process. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.
- DUTIES** : Provide a secretarial or personal assistant service to the manager. Render administrative or clerical support services to the manager. Provide support to manager regarding meetings. Support manager with administration of the manager's budget. Studies the relevant Public Services and departmental prescripts or policies and other documents. Ensure that the application thereof is understood properly.
- ENQUIRIES** : CHIEF DIRECTORATE: OFFICE OF THE CHIEF INFORMATION OFFICER 210417/10A  
Ms. L Makhekhe-Mokhuane, Tel 012-336 8701
- ENQUIRIES** : CHIEF DIRECTORATE: SANITATION SERVICES210417/10B  
Mr. A. Van der Walt, Tel 012-336 8811
- ENQUIRIES** : CHIEF DIRECTORATE: FINANCIAL ACCOUNTINGC (WTE) 210417/10C  
Mr G.Masango, Tel 012-336 8930