



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 : **SECRETARY: 4 POSTS REF NO: 210417/13**

DIRECTORATE: COMMUNICATION SERVICES, 210417/13A

DIRECTORATE: GLOBAL BILATERAL RELATIONS 210417/13B

DIRECTORATE: MANAGEMENT ACCOUNTING (WTE) 210417/13C

DIRECTORATE: LOGISTICS & INVENTORY MANAGEMENT (WTE) 210417/13D

SALARY : R142 461 per annum, (Level 05)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 and Certificate in Secretariat Services. At least one (1) years experience in secretarial duties and general administration. Knowledge of administrative procedures. Practical knowledge in secretarial duties, computer literacy, sound organisational skills. Good people skills. Basic written communication skills Higher level of reliability. Ability to act with tact and discretion. Knowledge of dispute resolution process. Understanding of Social and Economic development issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.

DUTIES : Provides secretarial / receptionist and clerical support service to the manager. Receives telephone calls and messages for the manager and channels calls to relevant role players when necessary. Manages and coordinates the diary of the manager by recording appointments events. Do all required typing in the office of the manager. Operates office equipment like fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the manager. Collect all relevant documents and information to enable the manager to prepare for meetings. Record minutes of the managers meetings when required. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the manager. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Receives records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with procedures and processes that apply in the office of the manager.

ENQUIRIES : DIRECTORATE: COMMUNICATION SERVICES, 210417/13A
Ms. M. Motlhaolwa, Tel 012-336 7957

ENQUIRIES : GLOBAL BILATERAL RELATIONS 210417/13B
Ms. T Fiko Tel 012-336 8741

ENQUIRIES : DIRECTORATE: MANAGEMENT ACCOUNTING (WTE) 210417/13C
Mr. D.J. Mcitwa, Tel 012-336 8382

ENQUIRIES : LOGISTICS & INVENTORY MANAGEMENT (WTE) 210417/13D
Ms N. Maluleka, Tel 012-336 8563