



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : 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, (Cnr Visagie) and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko.
- CLOSING DATE** : **23 JUNE 2017 TIME: 16H00**
- POST** : ASSISTANT DIRECTOR: MINISTERIAL ENQUIRIES REF NO: 230617/13
- DIRECTORATE** : EXECUTIVE SUPPORT IN THE OFFICE OF THE DIRECTOR GENERAL
- SALARY** : R 334 545 per annum (Level 09)
- CENTRE** : Pretoria, Head Office
- REQUIREMENTS** : Degree or National Diploma in Administration. Management with at least three (3) to five (5) years experience in administration especially document management preferably in the office of the Director-General. Knowledge of administration processes. Working knowledge of Financial Management and PFMA. Sound knowledge of government policies. Must be computer literate with sound knowledge of MS office suite. Must have good written and verbal communication skills. Be action orientated. Be flexible and work under pressure. Client orientation and customer focus. Accountability and ethical conduct.
- DUTIES** : The successful candidate will be responsible to administer all incoming and outgoing correspondence in the office of the Director-General by tracking them on the tracking system. Handle all document Management related enquires by attending to the Central Point helpdesk. Prepare the Directorate's budget and demand plans and ensure expenditure monitoring. Ability to quality assure language, edit submissions and letters. Organise and take minutes of the Directorate meetings. Manage the filing system in the Director-General's office. Supervise staff.
- ENQUIRIES** : Ms C Molope, Tel 012-336 8749.