



# 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** : LANGUAGE PRACTITIONER REF NO: 230617/14
- DIRECTORATE** : EXECUTIVE SUPPORT IN THE OFFICE OF THE DIRECTOR GENERAL
- SALARY** : R334 545 per annum (Level 09)
- CENTRE** : Pretoria, Head Office
- REQUIREMENTS** : B-Degree or Diploma in Public Management/ Communication. Three (3) to five (5) years experience in Public Management/ Communication. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and understanding of written communication specialising in English. Knowledge of education and training quality assurance processes and procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and analysis.
- DUTIES** : Provide key strategic support with regard to language editing, style and formatting of submissions, letters, Parliamentary responses and cabinet Memoranda that are for the attention of the Director- General, Deputy Minister and the Minister in accordance with the Departmental manual on written communication. Advise Departmental officials on the correct usage of English. Ensure that the Department's manual on written communication is updated as and when the information changes and communicated changes to all Departmental officials. Liaise with officials within the Department regarding the promotion of proper usage of formats and templates by conducting workshops and presentations.
- ENQUIRIES** : Ms C Molohe, Tel 012-336 8749.