



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** : PERSONAL ASSISTANT REF NO: 230617/23
OFFICE OF THE DDG: IWS
- SALARY** : R 226 611 per annum (Level 07)
- CENTRE** : Head Office , Pretoria
- REQUIREMENTS** : Secretarial Diploma or equivalent qualification. Three (3) to five (5) years experience in secretarial duties in rendering a support service to senior management. Knowledge of administration procedures. Knowledge in secretarial duties. Excellent computer literacy skills. Sound organizational skills. Good people 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 skills. 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** : Ms P. Mahlangu, Tel 012- 336 8287.