



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** : SECRETARY (X 3 POSTS).
- DIRECTORATE** : FORENSIC INVESTIGATION REF NO: 230617/37 A
- DIRECTORATE** : INTERGOVE RELATIONS & SECTOR COLLABORATION REF NO: 230617/37 B
- DIRECTORATE** : CUSTOMER RELATIONS (WTE) REF NO: 230617/37 C
- SALARY** : R 152 862 per annum (Level 05)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Grade 12 and Certificate in Secretarial Services. One (1) to two (2) years experience in Secretarial duties and General Administration. Knowledge of Administrative Procedures. Knowledge in secretarial duties. Computer literacy and good typing skills. Sound organisational skills. Good people skills. High level of reliability. Ability to work under pressure. Basic written communication skills. 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. Knowledge Management.
- 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** : Ms. T. Mokhine, Tel 012 -336 7346. (230617/37 A)
- ENQUIRIES** : Ms. O. Manyana, Tel 012-336 7804. (230617/37 B)
- ENQUIRIES** : Mr M Mothebe, Tel 012- 336 8954 (230617/37 C)