



## 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** : **25 AUGUST 2017 TIME: 16H00**
- POST** : ADMINISTRATIVE OFFICER: CONTRACT ADMINISTRATION) REF NO: 250817/19 A
- CHIEF DIRECTORATE** : INTEGRATED WATER RESOURCE PLANNING
- SALARY** : R 226 611 per annum, (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree in Public Management/Administration/Business Management. Three (3) to five years experience in administration/clerical. Knowledge of administrative procedures. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Must have outstanding writing and communication skills. Ability to work under pressure and meet prescribed deadlines. Computer literacy. Valid code 08 driver's license. (Attached certified copy). NOTE: No license required for the Land administration post.
- DUTIES** : Provide administration support to all personnel in the component. Assist with the execution of financial administration. Provide procurement services to the component. Maintain register of the component up to date. Prepare submissions for the component.
- ENQUIRIES** : Ms Caroline Khunou, Tel 012 - 336 8852. (Integrated Water Resource Planning)