



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Kimberly Please forward your application, quoting the post reference number, to: The Provincial Head: Northern Cape, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. Persons with disabilities are encouraged to apply. For attention: Ms W Malope
- CLOSING DATE** : **28 JULY 2017 TIME: 16H00**
- POST** : ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 280717/14
SUB-DIRECTORATE: AUXILIARY SERVICES
- SALARY** : R 334 545 per annum, (Level 09)
- CENTRE** : Kimberley
- REQUIREMENTS** : A Degree or National Diploma in Social Science or relevant qualifications. Three (3) to five (5) years experience in administration. Knowledge of Public Finance Management Act and (PFMA) and Treasury regulations. Knowledge of administration and clerical procedures and systems. Departmental policies and procedures. Knowledge of Governmental financial systems. Committed to high level quality control. Problem solving and analysis. Report writing and computer skills. Good interpersonal relationship skills. Strong written and verbal communication skills. Management skills. Honesty and integrity and organising skills.
- DUTIES** : Manage the Transport Section which includes fleet management, travel management and provision of advice regarding travel management policies and activities. Manage the building lease agreements and contract management of accommodation requests. Provide records management for the Sub-Directorate by ensuring the provision of effective and efficient registry duties. Timeous handling of ongoing and outgoing mail. The maintenance of the departmental filing system. Provide office reception services for the Directorate. Manager. Cleaning and all telephone administration matter. Supervise staff and oversee the work of subordinates. Handle disciplinary actions as well as ensure training and development of subordinates. Handle general administrative support including the arrangement of secretarial services for the Sub-Directorate meetings for the effective and efficient functioning of the office. Draft routine correspondence and reports. Arrange workshops/ conferences. Process/check correctness of travel claims. form part in the budgeting process of the Sub-Directorate.
- ENQUIRIES** : Mr J Mashele, Tel: 053-830 8800.