



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 : **28 JULY 2017 TIME: 16H00**

POST : SENIOR ADMINISTRATION OFFICER REF NO: 280717/20
SUB-DIRECTORATE: GLOBAL MULTILATERALS

SALARY : R 281 418 per annum, (Level 08)

CENTRE : Pretoria (Head Office)

REQUIREMENTS : National Diploma or Degree in Public Administration or Social Science. Three (3) to five (5) years experience in administration matters. Knowledge of administration 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. Knowledge Management. Good client orientation and customer focus. Excellent communication skills.

DUTIES : Provide administrative support to all personnel in the component. Assist with the execution of financial administration. Render administration of procurement of goods and services of the component. Maintain register of the component up to date. Render Human Resources Development and Management services.

ENQUIRIES: Ms. N Mokhonwana, Tel 012 - 336 7356.