



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

<b>APPLICATIONS</b>	:	Free State (Bloemfontein) please forward your applications quoting the relevant reference number to the Provincial Head: Free State Region, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300. For attention: Ms. N Molelekoa
<b>BRANCH</b>	:	OPERATIONAL INTEGRATION (FREE STATE)
<b>CLOSING DATE</b>	:	02 November 2018 16H00
<b>POST</b>	:	SECRETARY: INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE REF NO 021118/11
<b>SALARY</b>	:	R163 563 per annum (Level 5)
<b>CENTRE</b>	:	Bloemfontein
<b>REQUIREMENTS</b>	:	A Senior Certificate 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, proficiency in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.
<b>DUTIES</b>	:	Provides secretarial, receptionist and clerical support service to the Director. Receive telephone calls and messages for the Director and channel calls to relevant role players if needs be. Manage and coordinate the diary of the Director by recording appointments and events. Do all required typing in the office of the Director. Compilation and coordination of documents for the Directorate and Director. Operate office equipment like fax and photocopy machines. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Record minutes of the meetings of the Director when required. Process and manage all travel arrangements for the Director. Process all travel and subsistence claims and all invoices that emanates from the activities of the work of the Director. Draft routine correspondence and reports and administers matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationery, 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 Director. 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 Director. Perform any other relevant functions to assist the Director.
<b>ENQUIRIES</b>	:	Mr. M. Manyama, Tel No: 051 405 9000