



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 X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. **For attention:** Ms L Van Wyk
- CLOSING DATE** : 04 May 2018 TIME: 16h00
- POST** : PERSONAL ASSISTANT REF NO: 040518/25
- CD** : AUXILIARY SERVICES
- SALARY** : R226 611 per annum, (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years experience in secretarial duties in rendering a support service to senior management. Knowledge of administration procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Knowledge of dispute resolution process. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Accountability and ethical conduct.
- DUTIES** : Provide a secretarial / receptionist service to the manager. Render administrative support services. Provide support to manager regarding meetings. Support manager with administration relating to the manager's budget. Advise management on good administrative practices. Provide feedback on identified administrative gaps. Supply statistics. Record keeping.
- ENQUIRIES** : Mr K Govender Tel. (012) 336 7765