



**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** : SECRETARY REF NO: 040518/27
- CD** : HUMAN RESOURCE MANAGEMENT, DIRECTORATE: EMPLOYEE PERFORMANCE MANAGEMENT
- SALARY** : R 152 862 per annum (Level 5)
- CENTRE** : Pretoria
- REQUIREMENTS** : 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, proficient 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.
- DUTIES** : Provides secretarial, receptionist and clerical support service to the Director. Receive telephone calls and messages for the Director and channels calls to relevant role players if needs be. Manages and coordinates 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. Operates office equipment like fax machines and photocopies. 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. Records 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 emanate from the activities of the work of the Director. Drafts routine correspondence and reports and administers matters like leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Remains 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. Remains abreast with procedures and processes that apply in the office of the Director. Perform any other relevant functions to assist the Director.
- ENQUIRIES** : Ms M Moagi 012 336 7447