



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Head Office (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 LI Mabile.
- CLOSING DATE** : 06 July 2018 TIME: 16h00
- POST** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 060718/15**
- BRANCH** : **NWRI Head Office**
- SALARY** : **R 334 545 per annum, (Level 09)**
- CENTRE** : **Head Office Pretoria**
- REQUIREMENTS** : A National Diploma or Degree in Public Administration or equivalent. Three (3) to five (5) years' experience in Administration of which two (2) years must be at a supervisory level. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of Government Financial systems. Commitment to high level quality control. Knowledge of PMDS. Problem solving and analytical skills. Report writing and computer skills. Good interpersonal skills. Strong communication skills, both verbal and written integrity and organisational skills.
- DUTIES** : Render support pertaining to logistical arrangements in the Component. Prepare for Corporate Management meetings. Minute taking at corporate meetings. Manage a visitor's schedule. Arrange transport and accommodation for officials. Monitor expenditure in the Component. Manage incoming and outgoing correspondence. Manage workflow within the unit. Establish and maintain a record system. Monitor the budget in the unit.
- ENQUIRIES** : **Mr. P Muneka, Tel: (012) 336 7629**