



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Gauteng Regional Office (Pretoria) Please forward your application, quoting the post reference number, to The Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor, Pretoria. For Attention: Mr PS Nevhorwa.
- CLOSING DATE** : 06 July 2018 TIME: 16h00
- POST** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 060718/16**
- BRANCH** : **OPERATIONAL INTEGRATION GAUTENG, SD: SANITATION**
- SALARY** : **R334 545 per annum (Level 09)**
- CENTRE** : **Gauteng Regional Office (Pretoria)**
- REQUIREMENTS** : A National Diploma or Degree in Public Administration or equivalent. Three (3) to five (5) years' experience in Administration. Knowledge and experience of Record Management, Corporate travel and Facilities Management. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act, Public Service Regulation and HR Policies. Computer literacy skills, excellent verbal and written communication skills are essential. Organisational Skills, Good Interpersonal Skills. A course in records management is essential, Occupational Health and Safety and Contract Management will serve as a recommendation. The ability to work independently and in a team. A valid driver's licence is essential (a certified copy must be attached). Excellent presentation, research, time management and project management skills.
- DUTIES** : Manage the transport function within the Region which includes fleet management, subsidised vehicle management, travel management. Advise on travel management policies. Manage facilities within the Region. Assist with the development and implementation of the housing policy. Ensure that Health and Safety plans are in place. Ensure that there is access control at the office. Manage lease agreement for the Regional Office and contract management. Provide record management for the Provincial Office by ensuring effective and efficient registry duties are provided. Ensure that a filing system is maintained. Provide office services for the Regional Office. Manage contract and cell phone administration. Supervise staff and oversee the work of subordinates. Handle disciplinary actions over subordinates and ensure training and development of subordinates.
- ENQUIRIES** : **Mr P.S. Nevhorwa, Tel: (012) 392 1314**