



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** : **SENIOR ADMINISTRATION OFFICER REF NO: 060718/21**
- BRANCH** : **NWRI, HEAD OFFICE**
- CD** : **STRATEGIC ASSET MANAGEMENT, SD: OFFICE SUPPORT**
- SALARY** : **R281 418 per annum, (Level 08)**
- CENTRE** : **Head Office Pretoria**
- REQUIREMENTS** : A National Diploma or Degree in Public Administration or Social Sciences. Three (3) to five (5) years relevant working experience. Excellent office administration and organisational skills. Disciplinary knowledge of labour law, dispute resolution process and labour relations policies. Understanding of Social and Economic development issues. Excellent interpersonal and communication skills (written and verbal). Basic understanding of financial management and the PFMA. Knowledge management, problem solving, analysis, people, diversity management, client orientation and customer focus skills.
- DUTIES** : Provide administrative, logistical and secretariat support to the Directorate. Coordinate office activities and project/programme information. Liaise with internal and external stakeholders. Arrange meetings, workshops and travel arrangements. Assist with procurement, recording of financial documents and expenditure reporting of the Directorate. Draft reports and contribute to office documents and presentations.
- ENQUIRIES** : **Mr. P Muneka, Tel: (012) 336 7629.**