



## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Gauteng Please forward your application, quoting the post reference number, to The Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor. **For attention:** Mr PS Nevhorwa
- CLOSING DATE** : 08 June 2018 TIME: 16h00
- POST** : PERSONAL ASSISTANT REF NO: 080618/11
- BRANCH** : OPERATIONAL INTEGRATION GAUTENG, CD PROVINCIAL OPERATIONS
- SALARY** : R 226 611 per annum (Level 07)
- CENTRE** : Gauteng
- REQUIREMENTS** : Secretarial Diploma/certificate or equivalent qualification. Three (3) to five (5) years experience in secretarial duties in rendering a support service to senior management. Knowledge and experience of administration procedures. Excellent computer literacy skills. Sound organizational skills. Good people skills. High level of reliability. Ability to do research and analyse documents and situations. Good grooming and presentation skills. Self management and motivation. Knowledge of dispute resolution process. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analytical skills. People management and empowerment. Excellent client orientation and customer focus. Excellent communication skills (verbal and written). Good accountability and ethical conduct.
- DUTIES** : Perform general secretarial duties (Management of diary, travel and accommodation arrangements). Perform general administration in the office of the Provincial Head, including the arrangement and coordination of meetings. Draft Agendas, record meeting discussions and provide minutes. Manage and prepare daily schedules of the Provincial Head. Answer and screen telephone calls. Acknowledge receipt of correspondence and process accordingly. Create and maintain databases and filing system for the office. Write routine reports and letters. Manage and coordinate incoming and outgoing official correspondences. Assist the Provincial Head with the preparation, proof-reading and quality control of documents emanating from the office. Perform related duties when required. Prepare and draft memos on behalf of the Provincial Head. Remain abreast with policies/prescripts and procedures applicable to ensure effective and effective support to the Provincial Head.
- ENQUIRIES** : Mr PS Nevhorwa, Tel: 012 392 1324