



**DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : **Centres 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: Mr M Banda
- CLOSING DATE** : **9 February 2018 TIME: 16H00**
- POST** : DEPUTY DIRECTOR: SECRETARIAT SERVICES REF NO: 090218/03
- OFFICE OF THE DIRECTOR-GENERAL**
- SALARY** : R 657 558 per annum (All inclusive salary package), (Level 11)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A National Diploma or Degree in Management/Administration. Three (3) to (5) five years management experience in administration. Provision of a secretarial service relating to high-level governance structures. Strong minute writing skills. Computer literacy in MS Office. Sound interpretation of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of administrative procedures and systems. Good understanding of departmental policies and procedures. Committed to high level of quality control. Knowledge of good governance requirements and practice. Good understanding of the relevant Public Service prescripts. Maintain stakeholder relations and participation. Time management, problem solving, analysis, people and diversity management. Client orientation, and be customer focussed. Accountability and ethical conduct. Proven supervisory and innovative skills. Good communication skills both written and verbal.
- DUTIES** : Provision of secretariat services support to high-level governance structures or committees. Oversight of secretariat services to high-level strategic meetings. The provision of logistical support to high-level governance structures or committees.
- ENQUIRIES** : Ms T Fiko, Tel 012 - 336 7176.