



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **Centre 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** : **16 February 2018 TIME: 16H00**
- POST** : ASSISTANT DIRECTOR: ADMINISTRATION - OFFICE OF THE DDG:
CORPORATE SERVICES REF NO: REF NO: 160218/04
- BRANCH** : CORPORATE SERVICES
- SALARY** : R 334 545 per annum, (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or Degree in Public Administration / Public Management / Business Administration. Three (3) to five (5) years experience in Administration of which two years must be at a supervisory level. Knowledge of the Public Finance Management Act and (PFMA) and Treasury Regulations. Knowledge of Government financial systems. Commitment to high level quality control. Knowledge of PMDS. Problem solving and analysis skills. Report writing and computer skills. Good interpersonal skills. Strong written and verbal skills. Honesty, integrity and organising skills.
- DUTIES** : Render support pertaining to logistical arrangements in the Component. Preparing for Corporate Management meetings. Minute taking at Corporate Management meetings. Manage a visitor's schedule. Arrange transport and accommodation for officials. Monitor expenditure in the Component. Manage incoming and outgoing correspondence. Manage workflow. Establish and maintain a record system. Monitor the budget in the unit.
- ENQUIRIES** : Ms N Sodladla, Tel 012 336 8186