



DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	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
<u>CLOSING DATE</u>	:	16 February 2018 TIME: 16H00
POST	:	OFFICE MANAGER - OFFICE OF THE DDG: CORPORATE SERVICES REF NO: REF NO: 160218/05
BRANCH	:	CORPORATE MANAGEMENT
SALARY	:	R 334 545 per annum (Level 09)
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma or Degree in Office Management and Technology / Public Management / Business Administration. Working experience in the Office of a Senior Manager in the Public Service. Three (3) to five (5) years' experience in Office Management. Knowledge and understanding of public service policies and administrative procedures. Excellent computer skills (MS Word, Excel and PowerPoint). Knowledge of Financial Management, Project Management and Administration. Proven knowledge and experience in secretarial duties. Sound organisational skills. Good people skills. High level of reliability. Excellent writing skills. Ability to act with tact and discretion. Knowledge of dispute resolution process. Basic Financial Management and knowledge of PFMA.. Good problem solving and analysis skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Ability to ensure a high level of ethical conduct and quality. A valid driver's licence will be an added advantage
DUTIES	:	Screening of all incoming correspondence (E-Mail, letters, reports and phone messages). Preparation of presentations, conduct research and arrange and organise workshops and meetings. Ensure planning-determine delegates, facilitation, secretarial services, location, subsistence and travel arrangements and claims. Represent Manager at certain meetings and workshops. Take notes and give detailed report to Manager following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt. Co-ordinating and monitoring of projects.
ENQUIRIES	:	Ms N Sodladla, Tel (012) 336 8186