



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI: Central Operation Pretoria /Tugela, Please forward your applications quoting the relevant reference number to Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001 or Hand Deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001. For Attention: Mr KL Manganyi
- CLOSING DATE** : 18 May 2018 TIME: 16h00
- POST** : PERSONAL ASSISTANT REF NO: 180518/08
- CD** : SUPPLY CHAIN MANAGEMENT-WTE
- SALARY** : R 226 611 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 Certificate and Secretarial Diploma or equivalent qualification. Three (3) to (5) five years experience in secretarial or personal assistant duties in rendering a support service to senior management. Knowledge of administrative procedures. Practical knowledge in secretarial/ personal assistant duties. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Good communication skills (written and verbal). Ability to research, analyse documents and situations. Good grooming and presentation skills. Self management and motivation. Knowledge of dispute resolution process. Understanding of Social and Economic Development issues. Basic Financial Management and knowledge of PFMA. Knowledge management, problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.
- DUTIES** : Provide a secretarial or personal assistant service to the manager. Render administrative or clerical support services to the manager. Provide support to manager regarding meetings. Support manager with administration of the manager's budget. Studies the relevant Public Services and departmental prescripts or policies and other documents. Ensure that the application thereof is understood properly.
- ENQUIRIES** : Ms GV Mkhabela: Tel: 012 336 8880