



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Durban Please forward your application quoting the reference number to The Provincial Head: KwaZulu-Natal, Department of Water and Sanitation. P.O. Box 1018, Durban, 4000 or hand-deliver to 88 Joe Slovo Street (previously Field Street), Southern Life Building, 9th Floor, Durban. **For attention:** The Manager (Human Resources)
- CLOSING DATE** : 20 April 2018 TIME: 16h00
- POST** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 200418/06**
- OPERATIONAL INTEGRATION: DURBAN**
- SALARY** : **R334 545 per annum (Level 09)**
- CENTRE** : **Durban**
- REQUIREMENTS** : National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years of relevant experience in the administration field of which two (2) years must be supervisory level. Knowledge of development of Business plans and reporting requirements. Experience in financial management and budgeting. Proven experience in database management. Knowledge and experience in compilation of submissions. A valid driver's licence is essential will be an added advantage. Ability to work under pressure and deadline oriented. Ability to plan, organise and co-ordinate the allocated activities. Interpersonal skills, good communication skills, report writing, analytical thinking, honesty, Integrity, innovative and creative. Problem solving, and decision making skills. High level proficiency in relevant computer literate (Microsoft Excel, PowerPoint, MS Word, Internet).
- DUTIES** : Managing administrative and co-ordination support to the component. Assist with planning and implementation in respect of business plan of the directorate. Assist with the Strategic planning for the component. Ensuring accurate administration of information. Respond to general enquiries on behalf of the Director. Provide advice on administration information implementation to managers. Monitoring policy implementation. Development of databases, extraction of information and compilation of reports. Quality control of captured data. Supervision of staff. Planning of information processing and output required for the Directorate.
- ENQUIRIES** : Mr. JG Reddy Tel (031) 336 2700