



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Pretoria Head Office: 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:** Ms L Van Wyk
- CLOSING DATE** : 20 April 2018 TIME: 16h00
- POST** : **OFFICE MANAGER REF NO: 200418/07**
- OFFICE OF THE DEPUTY DIRECTOR – GENERAL: NWRI**
- 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. Three (3) to five (5) years working experience in office management field. Understanding and knowledge of public service policies and administrative procedures. Computer literate (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. Understanding of dispute resolution process. Basic Financial Management and knowledge of PFMA. Good problem solving and analytical 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. (Certified copy must be attached).
- DUTIES** : Ensure 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-ordination and monitoring of projects.
- ENQUIRIES** : Ms. P Magubane, Tel (012)336 8519.