



**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** : **SENIOR ADMINISTRATION OFFICER: SHARED WATER COURSES REF NO: 200418/12**
- BRANCH** : **INTERNATIONAL WATER COOPERATION**
- SALARY** : **R281 418 per annum (Level 08)**
- CENTRE** : **Pretoria**
- REQUIREMENTS** : A National Diploma or Bachelor Degree in Public Administration or Social Sciences. Three (3) to (5) five years relevant working experience. Experience in the Water Sector will be an advantage. Excellent office administration and organisational skills. Excellent interpersonal and communication (written and verbal) skills. Basic understanding of financial management and the PFMA. Working knowledge of MS Word, MS Excel, and MS PowerPoint. A valid driver's license. Willingness to travel locally and internationally.
- DUTIES** : Provide administrative, logistical and secretariat support to the Directorate. Coordinate office activities and project/programme information. Liaise with internal and external stakeholders. Arrange meetings, workshops and travel arrangements. Assist with procurement, recording of financial documents and expenditure reporting of the Directorate. Draft reports and contribute to office documents and presentations.
- ENQUIRIES** : Mr M.A Magwete, Tel (012) 336 7978.