



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** : **PERSONAL ASSISTANT REF NO: REF NO: 200418/14**
- BRANCH** : **PLANNING AND INFORMATION**
- CHIEF DIRECTORATE** : **WATER MONITOR AND INFORMATION**
- SALARY** : **R 226 611 per annum (Level 07)**
- CENTRE** : **Head Office, Pretoria**
- REQUIREMENTS** : Secretarial Diploma/certificate or equivalent qualification. Three (3) to five (5) years experience in secretarial duties in rendering a support service to senior management. Knowledge and experience of administration procedures. Excellent computer literacy skills. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self management and motivation. Knowledge of dispute resolution process. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analytical skills. People management and empowerment. Excellent client orientation and customer focus. Excellent communication skills (verbal and written). Good accountability and ethical conduct.
- DUTIES** : Provide secretarial or personal assistant service to the manager. Render administrative or secretariat support services to the manager. Provide support to manager regarding meetings or managing the Director's diary. Support manager with administration of the manager's budget. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents.
- ENQUIRIES** : Mr. F Guma, Tel (012) 336 7892.