



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Head Office (Pretoria). 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 LI Mabile
- CLOSING DATE** : 20 July 2018 TIME: 16h00
- POST** : ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 200718/04
- BRANCH** : CORPORATE MANAGEMENT, DIR: HUMAN RESOURCE MANAGEMENT
- SALARY** : R 356 289 per annum, (Level 09)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A National Diploma or Degree in Public Administration or relevant qualification. Three (3) to five (5) years' experience in Administration of which two (2) years must be at a supervisory level. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of Government Financial systems. Commitment to high level quality control. Knowledge of PMDS. Problem solving and analytical skills. Report writing and computer skills. Good interpersonal skills. Strong communication skills, both verbal and written integrity and organizational skills.
- DUTIES** : Render support pertaining to logistical arrangements in the Component. Prepare for HR Management meetings. Minute taking at HR Management meetings. Arrange transport and accommodation for officials. Monitor expenditure in the Chief Directorate. Manage incoming and outgoing correspondence i.e. maintain document flow in the Chief Director's office. Manage workflow within the unit. Establish and maintain a records management system. Monitor the budget in the unit. Assisting the Deputy Director: Strategic Support in compiling reports and other related documents.
- ENQUIRIES** : Ms T. Maliha, Tel 012-336 7198