



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : 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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms. LI Mabole
- CLOSING DATE** : 30 November 2018 TIME: 16h00
- POST** : PERSONAL ASSISTANT REF NO 161118/13
- BRANCH** : CORPORATE MANAGEMENT, CD: CHIEF INFORMATION OFFICER
- SALARY** : R 242 475 per annum (Level 7)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support services to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills inclusive of document tracking, storage and retrieval system. Sound organizational 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. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills both verbal and written. Good accountability and ethical conduct.
- DUTIES** : Provide personal assistance, including a secretarial support service to the Chief Director. Render administrative support services. Manages the diary and provide support to the Chief Director regarding meetings. Support the Chief Director with the administration of the budget of the office. Operate and ensure that office equipment, e.g. computer systems and photocopiers are in good working order. Ability to perform advanced typing. Utilise discretion to decide whether to accept, decline or refer requests. Compile schedules for appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions, reports and make notes for the Managers recommendations. Draft documents as required. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Coordinate logistical arrangements for meetings/travelling required and processing of Subsistence and Travel claims for the Manager. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts, policies and procedures.
- ENQUIRIES** : Mr Arthur Kekana. , Tel 012 336 8701