



## **DEPARTMENT OF WATER AND SANITATION**

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

<b>APPLICATIONS</b>	:	Kimberley Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. FOR ATTENTION: Ms C Du Plessis
<b>CLOSING DATE</b>	:	<b>06 December 2019 TIME: 16:00</b>
<b>POST</b>	:	ASSISTANT DIRECTOR: ADMINISTRATION REF NO. 061219/09
<b>BRANCH</b>	:	CHIEF OPERATIONS OFFICE NORTHERN CAPE DIV: AUXILIARY SERVICES
<b>SALARY</b>	:	R 376 596 per annum (Level 09)
<b>CENTRE</b>	:	Kimberley
<b>REQUIREMENTS</b>	:	A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years experience in administration specifically in Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security. Supervisory experience required. Occupational Health and Safety (OHS) A valid driver's license (Attach certified copy). Computer literacy and skills in MS Office Software package. Sound knowledge, interpretation and application of Public service legislations/Acts, Regulations, directives, processes and procedures relevant to the post. Good communication, interpersonal skills and ability to interact with people at all levels. Ability to work independently, without close supervision and ability to lead a team. Good planning, organizing and execution skills. Be able to prioritize and produce quality work. Accountability, ability to multitask, work under pressure and meet tight deadlines. Be prepared to travel and work extended hours. Excellent report writing skills. Problem-solving, creativity and initiative skills. Analytical thinking with ability to pay attention to details and handle confidential information.
<b>DUTIES</b>	:	Management of key administrative areas within the Directorate including its Area Offices. Monitor and ensure compliance to national and departmental legislations/acts, regulations, directives regarding Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security. Ensure proper management of service provider contracts, payment of services, accounts, debt recovery, queries, reconciliation of accounts and expenditure reporting. Ensure quarterly reporting on contract performance. Ensure efficient maintenance of information and accurate databases. Provide inputs to the monthly and annual spending plans aligned to business plan. Provide inputs on the development/review of Budget and Business plans with clear roles and responsibilities assigned with the resources requirements identified. Develop, maintain and implement standard operating procedures for efficient utilisation and compliance to Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security, Occupational Health and Safety (OHS). Advise management and

officials on administrative key activities` policies, directives, processes and procedures. Compile submissions for implementation of administration activities and provision of management reports. Compile submissions, memoranda and submitting of monthly operational reports. Manage administration support personnel including co-ordination of key administrative and operational activities within the Directorate.

**ENQUIRIES** : Mr J Mashele, Tel No: 053 830 8800