



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### 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>	:	Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole
<b>CLOSING DATE</b>	:	<b>06 December 2019 TIME: 16:00</b>
<b>POST</b>	:	OFFICE MANAGER REF NO. 061219/12
<b>BRANCH</b>	:	IBOM CD: INFRASTRUCTURE OPERATIONS AND MAINTENANCE
<b>SALARY</b>	:	R 376 596 per annum (Level 09)
<b>CENTRE</b>	:	Pretoria
<b>REQUIREMENTS</b>	:	A National Diploma or Bachelor's Degree in Office Management and Technology / Public Management / Business Administration. Three (3) to five (5) years' experience in office management field. A Valid driver's license (attach certified copy). Understanding and knowledge of public service policies and administrative procedures. Knowledge of the functioning of the national government. Computer literate (MS Word, Excel and PowerPoint). Proven knowledge and experience in secretarial duties. Sound organizational skills. Good people skills. High level of reliability. Excellent writing skills. Ability to act with tact and discretion. Understanding of dispute resolution process. Basic Financial Management and knowledge of PFMA. Good problem solving and analytical skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Ability to ensure a high level of ethical conduct and quality.
<b>DUTIES</b>	:	Ensure screening of all incoming correspondence (E-Mail, letters, reports, submissions and phone messages). Secretarial services, logistics, subsistence and travel arrangements and claims. Manage procurement. Collation of information and conduct research for presentations. Arrange and organize workshops and meetings. Represent Manager at certain meetings and workshops, take notes and give detailed report to Manager following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt.
<b>ENQUIRIES</b>	:	Mr L Manus, Tel No: 012 336 8092