



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.

APPLICATIONS	:	King Williams Town: Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town. For Attention: Mr M. Zenzile, Tel 043 604 5528.
CLOSING DATE	:	06 December 2019 TIME: 16:00
POST	:	PERSONAL ASSISTANT REF NO. 061219/36
BRANCH	:	CHIEF OPERATION OFFICE: EASTERN CAPE
SALARY	:	R 257 508 per annum (Level 07)
CENTRE	:	King Williams Town
REQUIREMENTS	:	A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years experience in rendering secretarial duties rendering a support service to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (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 (verbal and written). Good accountability and ethical conduct.
DUTIES	:	Provide personal assistance, including a secretarial support service, to the Chief Director. Rendering administrative support services. Providing support to the Chief Director regarding meetings. Supporting the Chief Director with the administration of the budget of the office. Operates and ensures that office equipment, e.g. computer systems and photocopiers are in good working order. Perform advanced typing work. Utilize discretion to decide whether to accept / decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions / reports and make notes and / or recommendations for the manager. Draft documents as required. Do filing of documents for the manager and the unit where required. Collects, analyse and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Prioritise issues in the office of the manager. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Scrutinise

documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform the manager on the contents. Record minutes / decisions and communicates to relevant role players, follow up on the progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings required. Collect and coordinate all documents that relate to the manager's budget. Assist manager in determine funding requirements for the purposes of MTEF submissions. 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 applicable to the manager ensure efficient and effective support

ENQUIRIES

: Ms P Makhanya, Tel No: 043 604 5401