



## 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 X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile
<b>CLOSING DATE</b>	:	<b>06 December 2019 TIME: 16:00</b>
<b>POST</b>	:	SECRETARY REF NO. 061219/50
<b>BRANCH</b>	:	FINANCE: (WTE)CD: SCM DIR: INVENTORY MANAGEMENT
<b>SALARY</b>	:	R 173 703 per annum (Level 05)
<b>CENTRE</b>	:	Pretoria (Head Office)
<b>REQUIREMENTS</b>	:	A Senior Certificate and certificate in Secretariat Services. One (1) to (2) two years experience in secretarial duties will be an added advantage. Knowledge of administrative procedures. Computer literacy (Microsoft Office, Word, PowerPoint and Outlook). Good Communication skill (written and verbal). Ability to act with tact and discretion. Understanding of project management related issues. Basic understanding of Financial Management. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.
<b>DUTIES</b>	:	Provides secretarial, receptionist and administrative support service to the directorate. Receive telephone calls and messages for the Director and channel calls to relevant role players if needs be. Manage and coordinate the diary of the Director by recording appointments and events. Compilation and coordination of documents for the directorate and Director. Operate office equipment like fax and photocopy machines. Liaise with internal and external stakeholders, travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Record minutes during the meetings for the Director when required. Process and manage all travel arrangements for the Directorate. Process all travel and subsistence claims and all invoices that emanates from the activities of the work for the directorate. Draft routine correspondence and reports and administers matters such as leave, PMDS, training, registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Maintain a proper electronic and manual filing system for the office of the Director Prepare refreshments (e.g. coffee, tea) were requested for Director's meetings. Maintain office hygiene of the office for the Director. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the directorate. Studies relevant public service and departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with procedures

and processes that apply in the office of the Director. Perform any other relevant functions to assist in the directorate.

**ENQUIRIES**

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Ms. N Maluleka, Tel No: 012 336 8486