



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	:	IBOM Central Operations (Pretoria) Please forward your applications quoting the relevant reference number to Department of Water and Sanitation, NWRI: Central Operations, Private Bag X273, Pretoria, 0001 or hand-deliver applications at NWRI: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001. For Attention: Mr. L Manganyi.
CLOSING DATE	:	06 December 2019 TIME: 16:00
POST	:	SECRETARY REF NO. 061219/52
BRANCH	:	IBOM CENTRAL OPERATION
SALARY	:	R 173 703 per annum (Level 05)
CENTRE	:	IBOM (Pretoria)
REQUIREMENTS	:	A Senior Certificate and certificate in Secretarial Services. One (1) to two (2) years experience in secretarial duties will be an added advantage. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficient in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.
DUTIES	:	Provides secretarial / receptionist and clerical support service to the manager. Receives telephone calls and messages for the manager and channel calls to relevant role players if needs be. Manage and coordinate the diary of the manager by recording appointments and events. Do all required typing in the office of the manager. Operates office equipment like: fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the manager. Collect all relevant documents and information to enable the manager to prepare for meetings. Record minutes of the meetings of the manager when required. Process all travel and subsistence claims and all invoices that emanate from activities for work of the manager. Drafts routine correspondence, reports and administers matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the manager. Perform any other relevant function.

ENQUIRIES

: Mr KP Kunene, Tel No: 012 741 7336.