



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.

APPLICATIONS	:	Durban: Please forward your applications quoting the reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor. For Attention: The Manager (Human Resources).
CLOSING DATE	:	06 December 2019 TIME: 16:00
POST	:	SECRETARY REF NO. 061219/53
BRANCH	:	CHIEF OPERATIONS OFFICE KZN, DIV: PLANNING AND INFORMATION-KZN
SALARY	:	R 173 703 per annum, (Level 05)
CENTRE	:	Durban
REQUIREMENTS	:	A Senior Certificate and a certificate in Secretariat Services. One (1) to (2) years' experience in secretarial duties and general administration will be an added advantage. Knowledge of administrative procedures. Basic financial management and knowledge of PFMA. Computer literacy (Ms Excel, Ms Word and PowerPoint). Good people and sound organizational skills. High level of reliability. People and diversity management, client orientation and customer focus skills. Accountability and ethical conduct. Ability to work under pressure, independently and handle confidential matters.
DUTIES	:	Provide a secretarial / receptionist support service to the Director. This will entail, inter alia, the following: receives telephone call and refer the calls to the correct role players if not meant for the relevant Manager. Record appointments and events in the diary of the Director. Type documents for the Director and other staff within the unit. Operate office equipment like fax machines and photocopies. Provide a clerical support to the Director. This will entail, inter alia, the following: Liaise with travel agencies to make travel arrangements. Arrange meetings and events for the Director and staff in the unit. Process travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the manager when required. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescripts / policies and procedures applicable to the Director's work to ensure efficient and effective support to the Director.
ENQUIRIES	:	Mr M Singh, Tel No: 031 336 2748