



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorum Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela. For Attention: Mr MJ Nzima
- CLOSING DATE** : 15 February 2019 TIME: 16h00
- POST** : ASSISTANT DIRECTOR: OFFICE MANAGER REF NO 150219/03
- BRANCH** : CHIEF OPERATIONS OFFICE CD: PROVINCIAL OPERATIONS
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Mbombela
- REQUIREMENTS** : A Degree / National Diploma in Office Management and Technology / Public Management / Business Administration. Three (3) to Five (5) years' experience in Office Management. Valid driver's license will be an added advantage. Extensive knowledge and understanding of Public Service policies and administrative procedures. Knowledge of the functioning of the National Government. Knowledge of MS Work, Excel and PowerPoint. Knowledge of Financial Management. Knowledge of Project Management / Administration. Knowledge in secretarial duties. Computer literacy. Technical knowledge / competencies: Sound organisational skills and good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Knowledge of dispute resolution process. Understanding of Social and Economic development issues. Basic Financial Management and knowledge of PFMA. Behavioural competencies: Knowledge Management. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Ability to ensure high level of quality.
- DUTIES** : Scrutinise all incoming correspondences (emails, letters, reports and phone messages) An abbreviated note highlighting certain detail from correspondences is drafted. Preliminary advice / recommendation regarding the Manager's actions is appended to the abbreviated note, e.g arranges meeting, approve recommendations, etc. Preparation of presentations. Develop presentation. Present to Manager for final approval. Arrange / organise workshops and meetings. Planning-Determine delegations; Facilitation; Secretarial services; location; subsistence and travel arrangements and claims. Compiling of agenda programme. Financial - arrangements. Represent Manager at certain meetings and workshops. Deliver presentations on behalf of the Manager. Take notes and provide detailed report to Manager following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt. Co-ordinating and monitoring of projects. Management of budget. Compile a Chief Directorate budget in line with MTEF, PFMA and CD future projects. Control Directorate expenditure in

line with budget. Monitor Directorate spending trends in accordance with Early Warning Systems. Advice and facilitate the process of budget projection with all the Project Managers / Directorates. Manage and supervise Human Resources. Responsible for one Secretary. Personnel evaluation. Leave / making arrangement for relieve. Provide on the job training. Manage procurement. Determine overall stock levels for stationery. Manage the ordering of stationary and issuing thereof.

ENQUIRIES : Mr Guma F, Tel No. 013-759 7311