



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, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela. For Attention: Mr MJ Nzima
- CLOSING DATE** : 15 February 2019 TIME: 16h00
- POST** : SECRETARY TO THE DIRECTOR: REGULATION REF NO 150219/18
- BRANCH** : CHIEF OPERATIONS OFFICE, DIR: REGULATION
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Mbombela
- REQUIREMENTS** : Grade 12 certificate and a Certificate in Secretariat Services. One (1) to (2) years' experience in secretarial duties and general administration. Knowledge of administrative procedures. Knowledge of secretarial duties. Computer literacy (Ms Excel, Ms Word and PowerPoint). Good people skills and sound organisational skills. High level of reliability. Basic Financial management and knowledge of PFMA. People and Diversity Management. Client orientation and customer focus. 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 the following: receives telephone call and refer the calls to the correct role players if not meant for the relevant Manager. Records 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, enter 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. Administers 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** : Ms Nyalunga GH, Tel No. 013-759 7314