



## 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). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" 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** : Pretoria Head Office: 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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For Attention: Ms. LI Mabile
- CLOSING DATE** : **15 November 2019 TIME: 16:00**
- POST** : ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 151119/11
- BRANCH** : CORPORATE SERVICES
- SALARY** : R 376 595 per annum (Level 09)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A National Diploma or Degree in Public Administration or relevant qualification. Three (3) to five (5) years' experience in Administration. Knowledge and experience in administrative and clerical procedures and systems. Commitment to high level quality control. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of Government Financial systems. Knowledge of PMDS. Problem solving and analytical skills. Report writing and computer skills. Good interpersonal skills. Strong communication skills, both verbal and written integrity and organizational skills.
- DUTIES** : Render support pertaining to logistical arrangements in the component. Prepare for management meetings. Coordinate and serve as secretariat at management meetings. Develop and manage a tracking system. Scrutinize all external correspondence and coordinate responses with the relevant components. Monitor expenditure in the branch. Manage incoming and outgoing correspondence i.e. maintain document flow. Manage workflow within the unit. Establish and maintain a records management system. Monitor the budget in the unit. Compile reports, presentations and other related documents.
- ENQUIRIES** : Ms. N Sodladla, Tel: 012 336 8186