



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 or e-mailed 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** : Head Office Pretoria: 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** : **26 July 2019 TIME: 16:00**
- POST** : PERSONAL ASSISTANT, REF NO: 260719/11
- BRANCH** : IWS
- SALARY** : R 257 508 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Secretarial Diploma/Certificate or equivalent qualification. Three (3) to (5) five years' experience in secretarial duties and rendering a support service to senior management. Knowledge and experience of administration procedures. Excellent computer literacy, sound organising and good people skills. Good grooming and presentation skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents. People and self-management. Knowledge and understanding of dispute resolution process. Basic knowledge of financial management and public finance management act. Problem solving and analytical skills. Excellent client orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct. A valid drivers' licence will be required. (Attached certified copy).
- DUTIES** : Provide secretarial or personal assistant service to the manager. Render administrative or secretarial support services to the manager. Provide support to manager regarding meetings or managing the Director's diary. Support manager with administration of the manager's budget. Acquaintance with the relevant Public Service and departmental prescripts or policies and other documents.
- ENQUIRIES** : Ms. D Twayi, Tel: 012 336 7118