



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** : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor. For attention: Mr MJ Ntwe
- ENQUIRIES** : Mr M Mandavha, Tel no. 018 387 9500
- CLOSING DATE** : 29 April 2019 TIME: 16h00
- POST** : PROJECT ADMINISTRATOR REF NO. 290419/11
- BRANCH** : CHIEF OPERATIONS OFFICE NORTH WEST: INFRASTRUCTURE, DEVELOPMENT AND MAINTENANCE
- SALARY** : R316 791 per annum, (level 08)
- CENTRE** : Mmabatho
- REQUIREMENTS** : A National Diploma or Degree in Public Administration / Project Management. Three (3) to (5) years' experience in a programmes administration environment. Programme and Project Management. Governmental financial systems. Public Finance Management Act. Departmental policies and procedures. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Good communication skills, both verbal and written. People and Diversity Management. Accountability and Ethical Conduct .
- DUTIES** : The responsibilities of a Project Administrator include amongst others oversee and performing administrative functions of RBIG and WSIG projects. Calling contractors, making appointments, doing site visits and preparing reports. Managing budgets and expenditure, coordinating meetings, taking minutes, organizing venues ; Planning projects ; Updating the project calendar ; Creating PowerPoint presentations ; Performing administrative duties ; Tracking projects ; Recommending changes ; Following instructions ; Keeping update on compliance regulations ; and Resolving issues related to projects.

