



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 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** : Mpumalanga Provincial Office(Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200. For Attention: Ms F Mkhwanazi
- CLOSING DATE** : **06 March 2020 TIME: 16:00**
- POST** : ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 060320/16
- BRANCH** : CHIEF OPERATIONS OFFICE - MPUMALANGA
- SALARY** : R 376 596 per annum (Level 09)
- CENTRE** : Mbombela
- REQUIREMENTS** : A National Diploma or Degree in Public Administration or relevant. Three (3) to Five (5) years' supervisory experience in Administration. A valid driver's license (Attach copy). Strong written and verbal communication skills. Computer skills, management skills, honesty and integrity, organising skills, knowledge of and experience in Department of Water and Sanitation regulations, support policies, HRM and support plans systems, planning models and procurement processes. Basic knowledge of contract management, project and presentation skills, PFMA and all aspects of budgeting. A sound understanding and ability to implement relevant Regulations, Policies, Frameworks and Guidelines pertaining to planning an, human resources management, logistical administration, record management and secretariat services. Problem solving, report writing and good interpersonal relations skills.
- DUTIES** : Manage the Transport section which includes fleet management, travel management and provision of advice regarding travel management policies and activities. Manage the building lease agreements and contract management of accommodation requests. Provide records management for the Sub-Directorate by ensuring the provision of effective and efficient registry duties. Timeous handling of oncoming and outgoing mail. The maintenance of the departmental filing system. Provide office reception services for the Directorate. Manage cleaning and all telephone administration matter. Manage Occupational Health and Safety. Manage Security Services. Supervise staff and oversee the work of subordinates.

Handle disciplinary actions as well as ensure training and development of subordinates. Handle general administrative support including the arrangement of secretarial services for the Sub-Directorate meetings for the effective and efficient functioning of the office. Draft routine correspondence and reports. Arrange workshops/conferences. Process/check correctness of travel claims. Form part in the budgeting process of the Sub-Directorate.

ENQUIRIES

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Mr BZ Vilane, Tel No: 013 759 7496