

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. **Applications must be submitted using the newly implemented Z83** form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in **one** email in a PDF format. The attachment/s, may not **exceeding 10mb**) Subject title on the email must clearly display the **reference number** of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: ASSISTANT DIRECTOR: ADMINISTRATION (WTE) REF NO 230421/07  
BRANCH: CHIEF OPERATIONS OFFICE: MPUMALANGA  
SALARY: R376 596 PER ANNUM (LEVEL 9)  
CENTRE: BRONKHORSTSPRUIT

REQUIREMENTS: A National Diploma or Degree in Administration / Public Administration or relevant qualification. Three (3) to five (5) three years relevant experience in administration. Supervision of staff. Knowledge of development of Business plans and reporting requirements. Knowledge and experience in financial management and budgeting. A valid driver's licence is essential (Attach a copy). Ability to work under pressure and deadline oriented. Ability to plan, organise and co-ordinate the allocated activities. Skills and Competencies: Interpersonal, Communication, Report writing and Presentation skills. Analytical thinking. Honesty and Integrity. Innovative and creative. Problem solving, Report writing and decision making skills. High-level proficiency in relevant computer applications (packages such as Microsoft Excel, PowerPoint, MS Word, and Internet).

DUTIES: Managing administrative and co-ordination support to the component. Assist with planning and implementation in respect of business plan of the directorate. Assist with the Strategic planning for the component. Ensuring accurate administration of information data. Respond to general enquiries regarding administration. Ensuring monthly reports available for managers. Expert advice on administration information implementation to managers. Overseeing the utilization of board rooms, equipment's and liaising with relevant stakeholders. Provide office reception services for the Directorate. Manage cleaning and all telephone administration matters. Supervise staff and oversee the work of subordinates. Handle disciplinary matters as well as ensure training and development of subordinates. Manage the building lease agreements and all other administrative agreements and contract management of accommodation requests under the Trading Account. Handle general administrative support including the arrangement of secretarial services for the 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: Mr. Lessing A.A Tel No: 013-932 2061

APPLICATIONS: Mpumalanga (Bronkhorstspuit): Please email your application quoting the relevant reference to MPRecruitIE@dws.gov.za For Attention: Ms. Mkhwanazi F.M