



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 18 March 2022

Note: Interested applicants must submit their applications for employment to the 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, identity document and a valid driver's license (where applicable) which need **not** be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above-mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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: OFFICE MANAGER REF NO. 180322/08

BRANCH: INFRASTRUCTURE MANAGEMENT: HEAD OFFICE

SALARY: R 382 245 PER ANNUM (LEVEL 9)

CENTRE: PRETORIA HEAD OFFICE

REQUIREMENTS: A National Diploma or Degree in Office Management and Technology / Public Management / Business Administration. Three (3) to Five (5) years' experience in Office Management. A valid driver's license will be an added advantage. Extensive knowledge and understanding of public service policies and administrative procedures. Knowledge in the functioning of the National Departments within Government. Computer literacy. Knowledge of MS Word, Excel, MS Projects, MS teams and MS PowerPoint. Knowledge of the PFMA, Financial Management, Project Management, Office Administration and Secretarial Duties. Sound Organisational and Good Communication skills. High level of Reliability and Responsibility. High Level Written and Verbal Communication Skills. Ability to act with tact and discretion. Knowledge of Dispute Resolution processes. Understanding of Social and Economic Development issues. High level of Financial Management Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and Ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Ability to ensure high level of Quality and project Delivery Ability to Deliver Results within the Unit.

DUTIES: Scrutinize all incoming correspondence (email, letters, reports and phone messages) both internally and externally and action the response accordingly. Compile an abbreviated note highlighting certain detail from correspondence received must be drafted, for action and reply within time frames. Preliminary advice / recommendation regarding the manager's actions to be appended from abbreviated notes, e.g. arranges meetings, approve recommendations, etc. High level Preparation of Presentations, used both in Internal and External forums, as required. Deliver presentation on behalf of the manager (MS PowerPoint, MS Teams etc). Do research on related

projects, within the Chief Directorate. Present to manager for final approval and communication. Arrange / organise workshops and meetings, including compilation of Agenda's, meeting minutes, programmes etc. Initiate Planning, determine delegates; facilitation, secretarial services, location, subsistence and travel arrangements and claims, pertaining to the Chief Directorate. Coordination and evaluation of Annual Performance Plan targets linked to the Chief Directorate for reporting purposes. Financial arrangements relating to the Chief Directorate. Represent manager at certain meetings and workshops, and Provide Feedback with required decisions or actions. Manage queries. Planning and Monitoring of deadlines, to ensure responses are adequately responded to. Co-ordinating and monitoring of projects to achieve the departmental targets. Adequate communication between Directorates. Management of budgets to achieve financial targets within the Chief Directorate budget, in line with MTEF, PFMA and future projects. Authorise or Recommend payments within the Chief Director (e.g. petty cash items, stationery and IT related expenditure etc). Control Chief Directorate expenditure in line with budget. Monitor Chief Directorate spending trends in accordance with Early Warning Systems. Advice and facilitate the process of budget projection/Cash Flow management with all the directors and project managers. Establishment of processes for routine and streamlining of information collection for reporting purposes. Consolidation into Chief Directorate reports, for communication and reporting purposes. Make recommendations to management. Develop statistics for managers' requirements, and review on performance. Adequately Manage and Supervise Human Resources. Personnel evaluation, and Performance management. Leave Management and arrangement for relieve, during the leave cycle. On the job training. Identify areas for further career development and advancement. Manage Operational Procurement, within the Chief Directorate, ordering of stationery etc. Determine overall stock levels for Operations, e.g. Issuing of Stationery etc.

ENQUIRIES: Mr S Arumugam, Tel No. 012 336 7027

APPLICATIONS: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria For Attention Ms L Mabile