

**POST****ASSISTANT DIRECTOR: ADMINISTRATION REF:040414/23****SALARY  
CENTRE****R 252 144.00 per annum.  
Durban.****REQUIREMENTS:**

National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) three years relevant experience within the public sector. 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. 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 on behalf of the Director. Ensuring monthly reports available for managers. Expert advice on administration information implementation to managers. Monitoring policy implementation. Overseeing the utilization of board rooms, equipment's and liaising with relevant stakeholders.

**ENQUIRIES:**

Mr. JG Reddy, Tel: (031) 336 2700

**APPLICATIONS:**

Please forward your application quoting the reference number to The Regional Head: KwaZulu-Natal, Department of Water Affairs, P.O. Box 1018, Durban 4000 or hand deliver to 88 Field Street, Southern Life Building, 9th Floor, Durban.

**FOR ATTENTION**

The Manager (Human Resources)