

POST:
SALARY:
CENTRE:

ASSISTANT DIRECTOR: PROJECT SUPPORT (SAP) Ref: 210214/20
R252 144 per annum (Level 9)
Pretoria

REQUIREMENTS:

An appropriate three-year Bachelors degree/ National Diploma or equivalent qualification with proven relevant extensive secretarial experience. Good communication skills (Verbal and Written). Ability to maintain sound interpersonal relations. Computer literacy. Good administrative and organisational skills. Experience in project management will be an added advantage. A valid driver's licence and preparedness to travel.

DUTIES:

Overall office management, fulfill all executive secretarial duties, arrange / organize workshops and meeting, assist the SAP Project Manager in preparing for meetings and related engagement and provide committee and administrative support thereto. Support operational expediency through facilitating and coordinating information flow across the Project Management Office. Assist in compiling progress reports. Arrange travel and accommodation for the project team. Assist in completing and finalising expense claims resulting from travelling. Keep track of financial expenditure and report to the Project Manager.

ENQUIRIES:
APPLICATIONS

Ms P Skhonde Tel 012 336 7306
Please forward you applications quoting reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, corner Visagie and Bosman street, Pretoria.

FOR ATTENTION
CLOSING DATE

Ms TE Ntabeni
21 FEBRUARY 2014 Time: 16H00