

POST

DEPUTY DIRECTOR: PARLIAMENTARY OFFICER Ref: 210214/07
Directorate: Policy Coordination and Stakeholder management in the office of the Chief Operations Officer
R 495 603 per annum (Level 11)
Pretoria.

SALARY:

CENTRE:

EQUIREMENTS:

A relevant national diploma or degree plus appropriate relevant experience. Possession of code 08 drivers licence will be an advantage. Sound knowledge of Government policies. Good understanding of Parliament rules and administrative procedures required. Must be computer literate with sound knowledge of MS Office Suite. Must have good written and verbal communication skills. Be action orientated. Be flexible and motivated to work in both team and independently. Be willing to work under pressure. Willing to travel between Cape Town and Pretoria.

DUTIES:

The successful candidate will support the Department and the Ministry when engaging with Parliament through; supporting the Department when attending Parliamentary Committee meeting. Ensure alignment of the departments calendar and the programme of Parliament. Managing communication between the department and parliament. Conduct quality control in the departments documents to parliament. Compiling regular written reports.

ENQUIRIES:

APPLICATIONS

Ms B Manyakanyaka tel, 012 336 7778

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