

POST:

SECRETARY (OFFICE OF THE DIRECTOR: WATER REGULATION & USE)

SALARY:

Ref: 210214/31

CENTRE:

**R 115 212 per annum (Level 5)
Gauteng Regional Office**

REQUIREMENTS:

A Grade 12 and Certificate in Secretariat Services. A minimum of one (1) to (2) two years experience in secretarial duties and/or general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, sound organisational skills. Good people skills. Basic written communication skills, basic Financial Management and knowledge of PFMA. Client Orientation and Customer Focus, Communication, Accountability and Ethical Conduct.

DUTIES:

Provides secretarial / receptionist and clerical support service to The anager. Receives telephone calls and messages for the manager and channels calls to relevant role players if needs be. Manages and coordinates the diary of the manager by recording appointments events. Does all required typing in the office of the manager. Operates office equipment like fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the manager. Collects all relevant documents and information to enable the manager to prepare for meetings. Records minutes of the meetings of the manager when required. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the manager. Drafts routine correspondence and reports. administers matters like leave registers and telephone accounts. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the manager.

ENQUIRIES:

Ms M.J. Musekene Tel (012) 392 1423

APPLICATIONS:

Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001

**FOR ATTENTION:
CLOSING DATE**

Mr P Gayaparsad
21 FEBRUARY 2014 Time: 16H00