



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : **16 SEPTEMBER 2016. TIME: 16H00**

**APPLICATIONS**

**For Centre: Pretoria and Umzimvubu:** please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko

**For Centre: Gauteng Provincial Office:** please forward your applications quoting the relevant reference number to the Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothongo Plaza East, Pretoria. For attention: Mr D Masoga (012) 392 1477

**For Central Operations, (Usutu Vaal Area Office)** Please forward your application quoting the reference number to Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand deliver to Grootdraai Dam, Admin Building, Room 1. **For attention:** Ms PN Myeni

**For Centre: Mbombela:** please forward your applications quoting the relevant reference number to the Acting Provincial Head, Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200. Applications can also be hand delivered to the Department of Water and Sanitation and deposited into the application box at the reception ground floor, Prorum building, Corner Brown & Paul Kruger Street, Mbombela. For attention: Mr AA Lessing

**For Centre: Hartbeespoort** Please forward your application quoting the reference number to The Director Northern Operations NWRI – Branch, P/Bag X352. Hartbeespoort, 0216. **For attention:** Mr. S Murunzi

**For Centre : Western Cape Regional Office** Please forward your applications quoting the relevant reference number to TheRegional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. **For attention:** Mr. B. Saki 021 941 6018

**NOTE**

: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools"

**People with disabilities are highly encouraged to apply for the posts. "People who are not employed by the Public Service Departments are welcomed to apply for posts**

**POST** : **PERSONAL ASSISTANT X 2 POSTS**  
**Chief Directorate: Financial Accounting REF NO: 160916/19 A**  
**Chief Directorate: Water Policy REF NO: 160916/19 B**

**SALARY** : **R 211 194 per annum (Level 7)**  
**CENTRE** : **Pretoria**  
**REQUIREMENTS** : A Secretarial Diploma or Equivalent qualification. Three (3) to five (5) years experience in secretarial/personal assistant duties in rendering a support service to senior management. Knowledge of administration procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation. Self management and motivation. Knowledge of dispute resolution process. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Accountability and ethical conduct.

**DUTIES** : Provide a secretarial / personal assistant service to the manager. Render administrative support services. Provide support to manager regarding meetings. Supports manager with administration of the manager's budget. Studies the relevant Public Services and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms M Manukuza, tel (012) 336 7219. (Chief Directorate: Financial Accounting)  
Ms M Brisley, tel (012) 336 8768. (Chief Directorate: Water Policy)