



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS.** : **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
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **INSTITUTIONAL SUPPORT COORDINATOR REF: 211016/10**
- CENTRE** : **Gauteng Provincial Office**
- SALARY** : **R 262 272.00 per annum (Level 8)**
- REQUIREMENTS** : A National Diploma/ degree in Administration or equivalent. Three (3) to five (5) experience in public sector administration processes. Knowledge in Financial Management. Understanding of PFMA and SCM policies and processes. Good liaison and communication, integration and analytical skills. Computer literacy. A valid code 08 driver's license.
- DUTIES** : Responsible for alignment of submissions documents with the required departmental standards. Responsible for budget management activities; serve as budget controller and chief user clerk for Office of the Provincial Head. Providing secretarial function to the Governance Structures as well as recording and monitoring of resolutions and assignments. Provide administrative support to the Office of the Provincial Head. Assist in coordination of the Strategic Planning Sessions. Provide administrative support during the development of the Provincial Business Plans and the finalisation of quarterly reports for the Provincial Office. Ensure proper and effective document management within the office.
- ENQUIRIES** : Ms. MC Goitsemodimo (Tel: 012 392- 1489)