

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 02 November 2018

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. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. 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. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. 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 encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment

MANAGEMENT ECHELON

POST 42/128 : **CHIEF FINANCIAL OFFICER (CFO) REF NO: 021118/12**
Branch: Finance (Main Account)

SALARY : R1 446 378 per annum (Level 15) (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate (NQF level 7) and Postgraduate qualification (NQF level 8) in Finance or Accounting. Professional certification in Financial and Accounting Management in either one of the following: CA/CIMA/SCCA/CPA. Senior Management Leadership Programme certificate. (Attached certified copy). Eight (8) to ten (10) years of experience at a Senior Managerial level. Extensive experience in Financial Accounting environment. Knowledge and understanding of Public Service Regulations. Knowledge and understanding of GRAP/GAAP and IAS as well as PFMA and MTEF. Access to information Act (MISS). Knowledge and experience of policies, prescripts and governance. Knowledge and experience of strategic capability, leadership, programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people management, empowerment, client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct.

DUTIES : Provide leadership in the establishment of financial management strategic framework and policies. Coordinate the planning and implementation of strategies and policies aimed at improving services delivery. Establish a framework and policies for financial management and provisioning administration. Create an enabling environment for organisational performance. Report on Branch programmes and projects. Develop business plans and strategic plans for the Branch. Ensure structures and government processes are aligned. Develop monitoring systems and mechanisms. Planning of macro financial and human resource in line with applicable legislation prescripts and guidelines for the Branch. Lead the development of Human Resource Planning. Allocating of funds to functions. Ensure compliance with Treasury Regulations PFMA, PSR 2016 and Departmental Prescripts. Advise the Director-General and Minister on application of the legislative mandate. Interpret and implement legislative prescripts. Provide parliamentary responses to the Minister.

ENQUIRIES : Mr S Mahlangu Tel No: 012 336-8792
APPLICATIONS : Pretoria ,Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms LI Mabile

POST 42/129 : **DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO: 021118/01**
Branch: Operational Integration: Free State

SALARY : R1 005 063 per annum (Level 13) (all inclusive package)
CENTRE : Bloemfontein
REQUIREMENTS : A Bachelor's Degree or NQF level 7 qualification in Science (BSc) or Social Science. Five (5) to ten (10) years' experience in Water Resource Management Five (5) year's experience at a middle/ senior managerial level. Understanding of governance and related principles. A valid drivers license (Certified copy must be attached). Project management is desirable. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Project Management. Problem solving and analytical skills. Strategic capability and leadership. Programme and Project Management. Financial Management, change management, knowledge management. Service delivery Innovation on (SDI). People Management and Empowerment. Client orientation and Customer Focus. Good communication skills, accountability and ethical conduct.

DUTIES : Provide strategic direction by participating in the establishment of institutions focusing on water Resource Management. Develop and implement a performance improvement suggestion scheme. Advise top management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the section. Manage Water Resource Management functions through Proto-CMA. Investigate and make recommendations for license applications. Manage river control systems. Coordinate SFRA and sustainable utility planning. Monitor the environmental flows, eco-systems and habitat integrity. Coordinate the establishment, administration of integrated catchment forums. Provide effective platform for stakeholder engagement and partnership. Coordinate the Proto-CMA meetings and Forums. Provide oversight and create accountability at a local level for Water Resource Management. Perform monitoring and evaluation dashboard.

ENQUIRIES : Dr T Ntuli, Tel No: 051 405 9000
APPLICATIONS : Free State (Bloemfontein). For purposes of response handling please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms LI Mabile

OTHER POSTS

POST 42/130 : **ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO: 021118/02**
Branch: Operational Integration: Free State

SALARY : R356 289 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A Degree/National Diploma in Auditing and/or Internal Auditing. Three (3) to five (5) years working experience in Auditing. Knowledge of Public Service Regulations, The Public Service Act, The Public Financial Act, Treasury Regulations and Corporate Governance issues. Experience and sound understanding in internal auditing, auditing principles, risk management. Experience in a compliance environment. Ability to work independently and under pressure. A valid driver's license and the willingness to travel. Computer literacy. Good communication (verbal and written) skills. Problem solving skills. Ability to think strategically. Excellent communication skills. A sound understanding of ERM principles and philosophy. Excellent facilitation skills. Able to organize and motivate others, who in many cases may be in a senior position. Sound

understanding of the framework for strategic plan and Annual Performance Plan. Leadership skills. Project management skills. Sound understanding of anti-corruption strategy and fraud prevention measures.

DUTIES : Develop and implement compliance procedures and guidelines. Ensure compliance with legislative requirements. Compile risk management strategies; perform risk analysis, risk identification, risk monitoring and risk reporting. Establish, communicate and facilitate the use of the appropriate ERM methodologies, tools and techniques. Work with individual components and units to establish, maintain and continuously improve risk management capabilities. Facilitate enterprise-wide risk assessments and monitor priority risks across the organization. Implement planning, execution and reporting of investigation assignments on both Main and Trading accounts. Perform pre-audit checks on all documents. Manage and co-ordinate audit related activities. Conduct regular spot checks. Assist management with investigations into fraud, corruption and theft in the Provincial Office. Promote the culture of professionalism. People management (mentoring, ensure on the job training and development and conduct appraisal and feedback)

ENQUIRIES APPLICATIONS : Ms M Letloenyane, Tel No: 051 405 9000
: Free State (Bloemfontein): Please forward your applications quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300.

FOR ATTENTION : Ms. LP Wymers

POST 42/131 : **ASSISTANT DIRECTOR: PMDS REF NO: 021118/03**

SALARY CENTRE REQUIREMENTS : R356 289 per annum (Level 09)
: Durban
: A recognised National Diploma or Bachelor's degree in Human Resources. Three (3) to five (5) years of relevant experience in the HR practices and Performance Management of which three (3) years must be supervisory level. Thorough knowledge of the Public Service Regulatory Framework, legislation, policies and principles. Knowledge of performance management systems and tools. Knowledge of the application of principles and techniques related to project management. Analytical, writing, presentation and proven computer skills. Experience in PERSAL. Experience in management of databases. Good self and time management ability. The ability to function amongst a diverse workforce. The ability to manage subordinates. Good organisational and interpersonal skills. Good communication skills both verbal and written. A valid driver's licence (certified copy must be attached).

DUTIES : Ensure the application of sound human resource management practices in the area of Performance Management and Development policy and related legislation. Conduct research into best practices and trends in these areas. Provide advice and support to employees, management and other relevant stakeholders. Maintain an adequate Performance Management information system (electronic and manual). Facilitate in housetraining/workshops/focus groups as well as consultation processes with stakeholders. Conduct impact studies and compile reports and submissions for management. Function in cross-functional teams. Manage the probation cycle. Analyse regional operational plans in relation to performance agreements. Ensure integration of performance management with wellness and skills development.

ENQUIRIES APPLICATIONS : Mr VT Khumalo, Tel No: 031 336 2808
: KwaZulu-Natal (Durban): Please forward your applications quoting the relevant reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 42/132 : **ASSISTANT DIRECTOR: WARMS REF NO: 021118/04**

SALARY CENTRE REQUIREMENTS : R356 289 per annum (Level 09)
: Durban
: A National Diploma or Degree in Administration or relevant qualification. Three (3) to Five (5) years of data management and quality control experience in the

WARMS component of which at least three (3) years of proven experience at a supervisory level. Knowledge and understanding of the National Water Act, Act 36 of 1998. Knowledge of the National Water Use Registration process. Proven supervisory, organizational, communication, problem solving, report writing and basic technical skills are essential. Experience in client services is also required. Working computer experience in MS Office as well as GIS software is a prerequisite. A valid driver's license is also essential (certified copy must be attached).

DUTIES : Management of the WARMS data in compliance with the National Water Act and related policies & procedures. Monitor the quality and completeness of data captured on WARMS. Management of customer services in relation to water use registration. Identify strategic objectives in line with the business plan of the Institutional Establishment directorate aligned to the National DWS business plan. Implement and manage projects in order to achieve these goals. Develop and maintain operational plans for the WARMS component. Oversee the implementation of findings from the Validation & Verification project on WARMS. Ensure that Licences and General Authorisations are captured on WARMS correctly and without delay. Answer Revenue/ Billing related queries. Supervision of staff. Oversee the budget and expenditure of the component.

ENQUIRIES : Mr SO Naidoo, Tel No: (031) 336 2735
APPLICATIONS : Applications should be submitted on a Z83 form, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications including a comprehensive CV. Please direct your applications to: The Provincial Head, Department of Water & Sanitation, P.O. Box 1018, Durban, 4000

POST 42/133 : **ASSISTANT DIRECTOR: LEADERSHIP AND SUPERVISORY DEVELOPMENT**
REF NO: 021118/05
 Branch: Corporate Management
 DIR: Employee Performance Management

SALARY : R356 289 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Degree in Human Resources. Three (3) to five (5) years supervisory experience in Human Resources Development. Knowledge and experience of policy development and implementation. Disciplinary knowledge in Human Resource Development. Knowledge of training and development systems and tools. Understanding of Government legislation, financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Experience in Management of databases. Knowledge of programme, project management, relationship management. Problem solving, analysis, people, diversity management, client orientation and customer service skills. Good communication skills. Accountability and ethical conduct. Knowledge of analytical procedures.

DUTIES : Provide input in the development of HRD policy and strategy. Analyse human resource development trends. Implementation of HRD strategic objectives. Knowledge of development and implementation of the workplace Skills Plan. Conduct Departmental training needs analysis. Facilitate Work Skills Plan workshops nationally and in regions. Implementation of HRD programmes (Transversal Training, Leadership and Capacity Development, Development of Professionals, Bursary Scheme, Recognition of Improved Qualifications, AET and Recognition of Prior Learning). Liaise with SETAs. Liaise with professional bodies. Coordinate and conduct Induction programme. Conduct training impact analysis. Manage HRD information data accurately. Make monthly reports available for managers. Development of all the training schedule. Conduct awareness sessions on all training and development programmes. Coordinate training interventions for SMS members. Implement Leadership development programmes for no-SMS. Provide expert advice to managers on the implementation of HRD interventions. Monitor policy implementation. Conduct research on the latest development on HRD issues. Monitor and evaluate the implementation of PMDS. Coordinate implementation of poor performance management plan.

ENQUIRIES : Ms M Moagi, Tel No: 012 336 7447

APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms LI Mabile

POST 42/134 : **ASSISTANT DIRECTOR: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: 021118/06**
Branch: Corporate Management
DIR: Employee Performance Management

SALARY : R356 289 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Degree in Human Resources. Three (3) to five (5) years supervisory experience in Human Resources Development. Knowledge and experience of policy development and implementation. Disciplinary knowledge in Human Resource Development. Knowledge of performance management systems and tools. Understanding of Government legislation, financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Experience in Management of Databases. Knowledge of programme, project management, relationship management. Problem solving, analysis, people, diversity management, client orientation and customer service skills. Good communication skills. Accountability and ethical conduct. Knowledge of analytical procedures.

DUTIES : Provide input in the development of HRD policy and strategy. Ensure the application of sound human resource management practices in the area of Performance Management and Development policy and related legislation. Conduct research into best practices and trends in these areas. Provide advice and support to employees. Maintain an adequate Performance Management information system (electronic and manual). Facilitate in housetraining/workshops/focus groups, as well as consultation processes with stakeholders. Compile reports and submissions for Management and external stakeholders. Function in cross-functional teams. Manage the probation cycle. Monitor implementation of PMDS in the department. Issue circulars and communications on PMDS. Measure compliance in terms of PMDS policies and information processes. Measure compliance in terms of service level agreements to which clients need to comply with. Coordinate contracting and assessments. Ensure alignment of employees' Performance Agreements with the departmental objectives. Coordinate assessments and moderation committees. Coordinate implementation of performance rewards. Management of poor performance.

ENQUIRIES : Ms M Moagi, Tel No: 012 336 7447
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms LI Mabile

POST 42/135 : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 021118/09**
(This is a re-advertisement, applicants who have previously applied need not to re-apply)
Branch: Operational Integration: Eastern Cape
DIV: Asset Management

SALARY : R299 709 per annum (Level 08)
CENTRE : King Williams Town
REQUIREMENTS : A National Diploma or Degree in Financial Accounting, Cost and Management Accounting / Supply Chain Management / Asset Management / Logistics / Purchasing Management. Three (3) to five (5) years' experience in Supply Chain Management and Asset Management environment. Knowledge of SCM Demand and Acquisition, Procurement, Asset Management on LOGIS system procedures. Knowledge and experience on correct classification of assets on Asset Register. Knowledge of BAS, LOGIS and Asset Register. Knowledge of GAAP, PFMA,

Treasury Regulations, Public Service Act, PPPFA, BBBEE, Knowledge and Records Management. Problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct.

DUTIES : Updating Historic items, Finance leases, Operating Leases, and perform monthly Finance Lease reconciliation Coordination of demand plans. Ensure that all Assets purchased on correct Asset Items and that have been included on DMPs with funds available. Ensure Journals are processed for incorrect assets into correct Items monthly. Ensure Spot checks are performed within due dates. Perform Asset verifications for all four quarters of a financial year. Run Asset information workshops to all staff on how to move asset within offices and how to declare their asset to be disposed and report on loss assets. Ensure Asset Loss reports are submitted within due dates and forwarded to Head Office in Pretoria. Ensure Asset Disposal Committee sit monthly and approve all asset earmarked for disposal to DGs approval. Ensure disposal of all assets approved for disposal within that financial year. Ensure staff management as per PMDS system. Ensure effective and efficient management of controls and registers. Analyse Asset reports as per BAS report. Management of Regional assets including Asset Disposal. Develop and implement action plans to address audit findings within the Asset Management unit. Supervise human resources and ensure that PMDS is effectively implemented within section. Ensure that financial procedures and implement asset management policies of the department in line with National Treasury prescripts.

ENQUIRIES : Ms L Bula, Tel No: 043 604 5405

APPLICATIONS : Eastern Cape (King Williams Town): Please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.

FOR ATTENTION : Ms T Solwandle

POST 42/136 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 021118/07 (X2 POSTS)**

Branch: Operational Integration (Free State)

SALARY : R293 652 per annum (OSD salary package)

CENTRE : Bloemfontein

REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician (proof of registration must be provided). A valid driver's licence. Knowledge and understanding of the water sector: relevant legislations (NWA, and NEMA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation, project management and monitoring. Excellent communication skills including verbal, report-writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel provincial/country wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder.

DUTIES : To render technical services and support in engineering research, design, manufacturing, operations and maintenance. Perform duties in the Free State Region Office in the sub directorate: Infrastructure Development & Maintenance with a particular emphasis on the management, implementation, supervision and monitoring of Regional Bulk Infrastructure (RBIG), Water Services Infrastructure Grant (WSIG), Municipal Infrastructure Grant (MIG), Buckets Eradication Programme (BEP) and other civil engineering projects. It will be required from the incumbent to manage and monitor projects contractually, financially and technically. An intimate knowledge of the General Conditions of Contract (GCC) and Guidelines relating to Human Settlement, Planning and Design ("Red Book") is a requirement.

ENQUIRIES : Mr M Manyama, Tel No: 051 405 9000

APPLICATIONS : Free State (Bloemfontein) Please forward your applications quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300.

FOR ATTENTION : Ms N Molelekoa

POST 42/137 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: 021118/08**
Branch: Operational Integration: Eastern Cape

SALARY : R256 815 per annum (OSD salary package)
CENTRE : Port Elizabeth
REQUIREMENTS : A National Diploma or Degree in Natural Sciences or Earth Sciences, Environmental Management or related field. One year experience in the field or water quality management and integrated water resource management will serve as an advantage. A valid Code driver's licence (certified copy must be attached). Sound Knowledge of the National Water Act (Act 36 of 1998) and related policies including but not limited to water quality management and strategy and resource directed management of water quality. Related strategies and guidelines are essential and knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes as well as waste water treatment processes. Computer literacy. Good communication skills both written and verbal. Willingness to travel extensively and work irregular hours.

DUTIES : Processing of water use license applications. Provide specialist comments on land use applications, Environmental Impact Assessments, Environmental Management Program Reports and rezoning applications etc.) Support Catchment Management Forums. Liaise with stakeholders in water sector and other government departments. Conduct regular monitoring and inspections of industries, local authorities, wastewater treatment works, Mines etc. Conduct water quality monitoring in the water management area. Undertake routine and special investigations. Attend emergency incidents such as spills as well as remediation of contaminated land. Implement the principles of Integrated Water Resources Management in water quality management. Register water quality related water uses for Waste Discharge Charge System (WDCS). Compile monthly reports.

ENQUIRIES : Ms T Mmachaka, Tel No: (041) 501 0704
APPLICATIONS : Eastern Cape (Port Elizabeth): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.

FOR ATTENTION : Ms T Solwandle

POST 42/138 : **SENIOR ADMINISTRATION CLERK: INSTITUTIONAL OVERSIGHT REF NO: 021118/10**
The purpose of this post is to render administrative support services in the Directorate
Branch: Operational Integration (Free State)

SALARY : R163 563 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : A Senior certificate or equivalent. One or two years' experience in clerical and administrative duties. Good knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good planning, organising and reporting skills. Good financial management skills. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word, Excel and Power Point). Practical test on computer literacy to form part of interview. Ability to work independently and to work under pressure.

DUTIES : The incumbent is expected to render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Keeping record of all files received by and returned from the office of the Director. Provide supply chain clerical support within the component. Obtain quotations, complete procurement

forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component, keeping the leave register for the Directorate and reporting monthly to HR. Keep and maintain personnel records in the component. Provide financial administration support services in the component. Capture and update expenditure in component. Capturing S&Ts received from Finance for approval and keeping a register of S&T returned to Finance for payment; Check completeness of subsistence and travel claims of officials and submit to manager for approval; Keeping record of all invoices received for approval and payment; Keeping record of all sundry payments received for approval and payment. Handle telephone accounts and petty cash for the component. Coordinate the requests for quotations for the Directorate and follow up with SCM. Assist with the creation of Log 1s and ensure that expenditure is within the allocated budget.

ENQUIRIES : V Dywili, Tel No: 051 405 9000
APPLICATIONS : Free State (Bloemfontein): Please forward your applications quoting the relevant reference number to the Provincial Head: Free State Region, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300.
FOR ATTENTION : Ms. N Molelekoa

POST 42/139 : **SECRETARY: INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE REF NO: 021118/11**
 Branch: Operational Integration (Free State)

SALARY : R163 563 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : A Senior Certificate and Certificate in Secretarial Services. One (1) to two (2) years' experience in secretarial duties and general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficiency in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.

DUTIES : Provides secretarial, receptionist and clerical support service to the Director. Receive telephone calls and messages for the Director and channel calls to relevant role players if needs be. Manage and coordinate the diary of the Director by recording appointments and events. Do all required typing in the office of the Director. Compilation and coordination of documents for the Directorate and Director. Operate office equipment like fax and photocopy machines. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Record minutes of the meetings of the Director when required. Process and manage all travel arrangements for the Director. Process all travel and subsistence claims and all invoices that emanates from the activities of the work of the Director. Draft routine correspondence and reports and administers matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with procedures and processes that apply in the office of the Director. Perform any other relevant functions to assist the Director.

ENQUIRIES : Mr. M. Manyama Tel No: 051 405 9000
APPLICATIONS : Free State (Bloemfontein) please forward your applications quoting the relevant reference number to the Provincial Head: Free State Region, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300.

FOR ATTENTION

: Ms. N Molelekoa