



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

#### APPLICATIONS

For **Centre: Kimberley (Lower Vaal Proto-CMA)**: 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 S Nevhorwa (012) 392 1324.

#### CLOSING DATE:

**05 AUGUST 2016.TIME: 16H00**

#### POST

: **ADMINISTRATION CLERK: LOWER VAAL WMA REF: 050816/20**

#### SALARY

: **R 142 461per annum (Level 5)**

#### CENTRE

: **Kimberley (Lower Vaal Proto-CMA)**

#### REQUIREMENTS

: Grade 12 Certificate.1-2 years' experience in administration matter will be an added advantage.

#### DUTIES

: The incumbent will render effective administrative support to the Sub – Directorate. Preparations and management of documentation, diary management, arranging workshops, scheduling meetings, minute taking and keeping record thereof, submission of documents to relevant officers and follow up on actions, capturing and populating reports, quality check documents and reports, render general clerical duties such as typing, faxing, filing, photo copying, binding of documents, receipt and delivery of mail, filing and retrieving of documents, coordinate travel and accommodation arrangements prepare documents for payment, order and control of stationary in the Sub - directorate. Performing duties of a Chief User Clerk. Verification of log sheets prior to submission for approval

#### ENQUIRIES

: Mr PS Nevhorwa Tel: (012) 392 1324