



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : For Centre: **King William's Town, Port Elizabeth, East London, Cradock, Mthatha**, 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: Mr MK. Noah
- CLOSING DATE** : 01 July 2016 Time: 16H00
- POST** : **SENIOR ADMINISTRATION OFFICER. REF010716/15**
- SALARY** : **R 262 272.00 per annum (level 8)**
CENTRE : **East London**
REQUIREMENTS : Degree/ National Diploma in Public Administration or Social Sciences. Three (3) to five (5) years experience in administration environment. Knowledge of administrative procedures. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA.
- DUTIES** : Provide administrative support to all personnel in the component. Compile and manages budget. Controls expenditure. Analyse procurement trends. Implement policies. Engage supplier regarding purchased materials. Develop action plan for the section. Assist with the execution of financial administration. Compile and manages budget. Receive, checks, compiles payment advisees and VA2's and forward them to procurement office for payment. Compile monthly reports. Do early warning systems. Provide procurement services to the component. Handle procurement administration for the component. Process payment of goods and services acquired by component. Check Professional Services. Providers claims in terms rates charged and annual professional fees. Provide records on goods and services procured. Maintain register of the component up to date. Allocate task to staff and manage progress thereof. Keep register up to date. Implement approved resolutions. Prepare submissions for the component. Allocate task to staff and manage progress thereof. Do submissions on behalf of the component. Compile monthly reports. Implement approved resolutions
- ENQUIRIES** : Ms L Fourie, Tel (043) 701 0376