



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
- For Centre: **Bloemfontein** please forward your applications quoting the relevant reference number to: Private Bag 528 Bloemfontein.9300. or hand deliver at 2 floor, Bloem Plaza, cnr East burger and Charlotte Maxeke Str, Bloemfontein,9300. for attention: Ms. Pulane Shabe
- CLOSING DATE** : 01 July 2016 Time: 16H00
- POST** : **CHIEF ADMINISTRATION CLERK (Contracts Administrator) .**
REF: 010716/17
- SALARY** : **R 211 194.00 Per Annum (level 7)**
CENTRE : **King Williams Town**
REQUIREMENTS : Grade 12 certificate or equivalent. Three (3) to five (5) years experience in administration matters. Knowledge of administrative procedures. Knowledge of Policies-Treasury Regulations, Knowledge of PFMA, Computer Literate in (Ms Office Package, Word, Excel, Power Point, Outlook, Database and Internet). Good verbal and written communication, problem solving, decision-making and good interpersonal relation skills. Ability to perform under pressure, work independently and be responsible efficiently with minimal supervision.
- DUTIES** : Monitor contracts appointment and expiry dates under administration, Preparation of specifications for tender contracts, Preparation of submissions for approval by BID Committee, Chairing of monthly meetings with service providers, compiling and consolidation of reports, minute taking and typing, Preparation of Agenga's and Memo and all other correspondence, Liaise with Supply Chain in drafting of specifications. Procurement, Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules of appointments. Render administrative support services. This will entail, enter alia, the following. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Scrutinise routine submissions / reports and make notes and / or recommendations for the manager. Filing of documents.
- ENQUIRIES** : MS N Ndaki, Tel (043) 604 5510