



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** : **CHIEF ADMINISTRATION CLERK (TRANSPORT OFFICER)**.
REF: 010716/18
- SALARY** : **R 211 194.00 Per Annum (level 7)**
- CENTRE** : **King Williams Town**
- REQUIREMENTS** : Grade 12 or equivalent. Three (3) to five (5) years experience in Fleet Management, management of contracts and records management. Excellent communication and report writing skills. Computer literacy. Knowledge of Transport Policies. Drivers licence. Strong leadership abilities.
- DUTIES** : Controls the processing of requisitions and invoices. Ensures that accurate and recent BAS codes are available and correctly used. Monitor all requisitions and documentation for accuracy. Ensures that the correct documents are attached and necessary approvals are obtained. Reconciles BAS reports with invoices/ claims paid. Monitor all accounts payable for the section. Monitor all accounts receivable for the Section. Coordinates training of Section staff. Ensures effective personnel management for the Section. Provides effective office services. Checks and verifies received invoices and documentations for payments. Ensures and maintains a well managed filing system. Ensures proper control of incoming and outgoing post within the Section. Ensures an effective management system for telephone accounts. Ensures effective management procedures for all photocopies and faxes. Ensures effective transport management for the Section.
- ENQUIRIES** : MS N Ndaki, Tel (043) 604 5510