



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** : **TELECOM OPERATOR/ RECEPTIONIST REF: 010716/21**
- SALARY** : **R 142 461.00 per annum (level 5)**
- CENTRE** : **Cradock**
- REQUIREMENTS** : Grade 12 Certificate or equivalent. Good written and verbal communication skills. Ability to learn the departmental service delivery components. Must be able to operate a switchboard. Must have computer and typing skills. Must be able to organise and prioritise work and have telephone etiquette. Must be able to communicate in English, Xhosa and Afrikaans. Ability to take initiative and work independently.
- DUTIES** : Operate the switchboard by answering incoming and making outgoing calls. Ensure that customers are referred to promptly and correctly. Take messages and administer the correct distribution thereof. Supply basic information to customers regarding the departmental services. Keep the reception area clean and tidy at all times. Receive and or visitors update and distribute the internal telephone directory and keep a database of other important contract numbers. Operate the fax machine, responsible for reporting faults on the telephone system to the service provider.
- ENQUIRIES** : Mr. S Maduna, Tel (048) 801 1300